



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

January 19, 1953

MEMORANDUM NO. 1319

Assignment of Responsibility for Control of Halogeton,
a Poisonous Plant

Public Law 529, of the 82nd Congress, vests in the Secretary of Agriculture certain authority for the control and eradication of Halogeton glomeratus. In order to facilitate the discharge of this authority, the following responsibilities are hereby assigned:

The Bureau of Entomology and Plant Quarantine in cooperation with Federal, State, and local agencies, (a) will be responsible for surveys to detect the presence and effect of Halogeton on state and private lands, (b) will cooperate with other Federal agencies in such surveys on lands under their respective jurisdiction, except those under the jurisdiction of the Department of the Interior as set forth in the Act. After the survey has been completed, the results evaluated, and the nature and extent of control, if any, determined, responsibilities for such operations and their coordination will be assigned.

There is no change with respect to responsibility for research on Halogeton, which is conducted under other authority.

Charles F. Brannan
Secretary

RESEARCH REPORT

Analysis of the Problem of Control of Aircraft
A Preliminary Report

Under the terms of the contract, it is the duty of the Institute of Aeronautics to conduct research and to report the results of such research to the Army Air Corps. In order to facilitate the conduct of this research, the following responsibilities have been assigned:

The system of aircraft control is a complex one, involving many factors. It is the duty of the Institute of Aeronautics to conduct research and to report the results of such research to the Army Air Corps. In order to facilitate the conduct of this research, the following responsibilities have been assigned:

- (a) To conduct research and to report the results of such research to the Army Air Corps.
- (b) To conduct research and to report the results of such research to the Army Air Corps.
- (c) To conduct research and to report the results of such research to the Army Air Corps.
- (d) To conduct research and to report the results of such research to the Army Air Corps.
- (e) To conduct research and to report the results of such research to the Army Air Corps.
- (f) To conduct research and to report the results of such research to the Army Air Corps.
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- (h) To conduct research and to report the results of such research to the Army Air Corps.
- (i) To conduct research and to report the results of such research to the Army Air Corps.
- (j) To conduct research and to report the results of such research to the Army Air Corps.

There is no doubt that the system of aircraft control is a complex one, involving many factors. It is the duty of the Institute of Aeronautics to conduct research and to report the results of such research to the Army Air Corps. In order to facilitate the conduct of this research, the following responsibilities have been assigned:

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

TO ALL EMPLOYEES:

January 21, 1953

MEMORANDUM NO. 1320

Administrative Grouping of Department Agencies

To me it is a great, although unexpected, honor to have been asked by President Dwight D. Eisenhower to serve as Secretary of Agriculture. I approach the task humbly, realizing the grave and far-reaching responsibilities I have assumed. I assure you I am fully aware of the important contribution the employees of this great Department have made to its accomplishments, and to the service it has rendered to agriculture and to the entire Nation. It is a pleasure to be associated with the many hard-working, conscientious employees in the Department who over many years have built up a tradition for effective public service. I am looking forward to meeting as many of you as I possibly can in the months ahead.

We can all be proud of the men who have been asked to assume positions of leadership on the Department's staff. They are men of competence, with years of successful experience. Most of them are serving at great financial sacrifice because they have a deep sense of public duty and a desire to be of service to agriculture.

As public servants, we must recognize the duty and responsibility we have to serve the public efficiently and well. The people of this Country have a right to expect that everyone of us will give a full day's work for a day's pay. They have a right to expect that we will find more effective and economical ways of doing our job. In these times of unprecedented public debt and continued high Federal expenditures, the public rightfully expects us to put forth even greater effort to effect savings in government operations and to reduce public expenses. Fulfillment of this responsibility will require the undivided loyalty and support of every agency head and employee in the Department. We must work as a team if we are to meet the problems that lie ahead and render the greatest possible service to the farmers of America, the entire agricultural industry, and to this great and good Country we love so much.

A very careful study of the organization and activities of the Department indicates the need for better and more effective coordination of the various functions and activities. With this in mind, and as an initial step toward improved coordination in Departmental direction and management, agencies and functions of the Department shall be grouped as indicated below, effective immediately.

COMMODITY MARKETING AND ADJUSTMENT

(Agencies listed report through Mr. John H. Davis)

Commodity Credit Corporation
Commodity Exchange Authority
Federal Crop Insurance Corporation
Production and Marketing Administration, except the Agricultural Conservation Programs Branch which is hereby transferred from that Administration to "Research, Extension and Land Use"

AGRICULTURAL CREDIT

(Agencies listed report through Mr. R. E. Short)

Farm Credit Administration
Farmers Home Administration
Rural Electrification Administration

RESEARCH, EXTENSION, AND LAND USE *

(Agencies listed report through the Assistant Secretary)

Agricultural Research Administration
Bureau of Agricultural Economics
Extension Service
Forest Service
Office of Foreign Agricultural Relations
Soil Conservation Service
Agricultural Conservation Programs Branch** (transferred from PMA)

DEPARTMENTAL ADMINISTRATION

(Agencies listed report through Mr. Richard D. Aplin)

Hearing Examiners
Library
Office of Budget and Finance
Office of Information
Office of Personnel
Office of Plant and Operations

* Including Flood Prevention and Land and Water Utilization.

**For an interim period this Branch will use facilities and field services of the Production and Marketing Administration in carrying out the Agricultural Conservation Program.

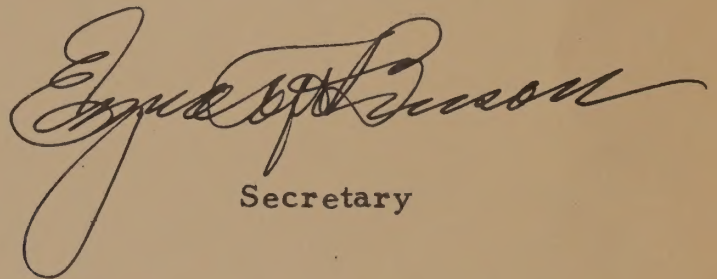
Agency and office heads within each group will report to their respective group head. Group heads and the Solicitor will report on all functional and operating matters to the Under Secretary.

The Secretary and the Under Secretary meeting jointly with the major group heads and the Solicitor will consider matters of policy determination and long-range planning. Periodically, and as special circumstances indicate a need, all agency as well as group heads will meet to discuss subjects of general interest.

This organizational arrangement will make possible closer coordination of related activities, and will centralize responsibility for consideration and determination of operating problems and other matters requiring Departmental attention within each group.

Except as modified by the provisions of this memorandum, existing Secretary's Memoranda, the Department Regulations, and other related documents will, unless and until changed by the Secretary, continue in effect.

I know that I can count on strict adherence by agency heads to the lines of authority prescribed herein. A chart of the organizational arrangement is attached.

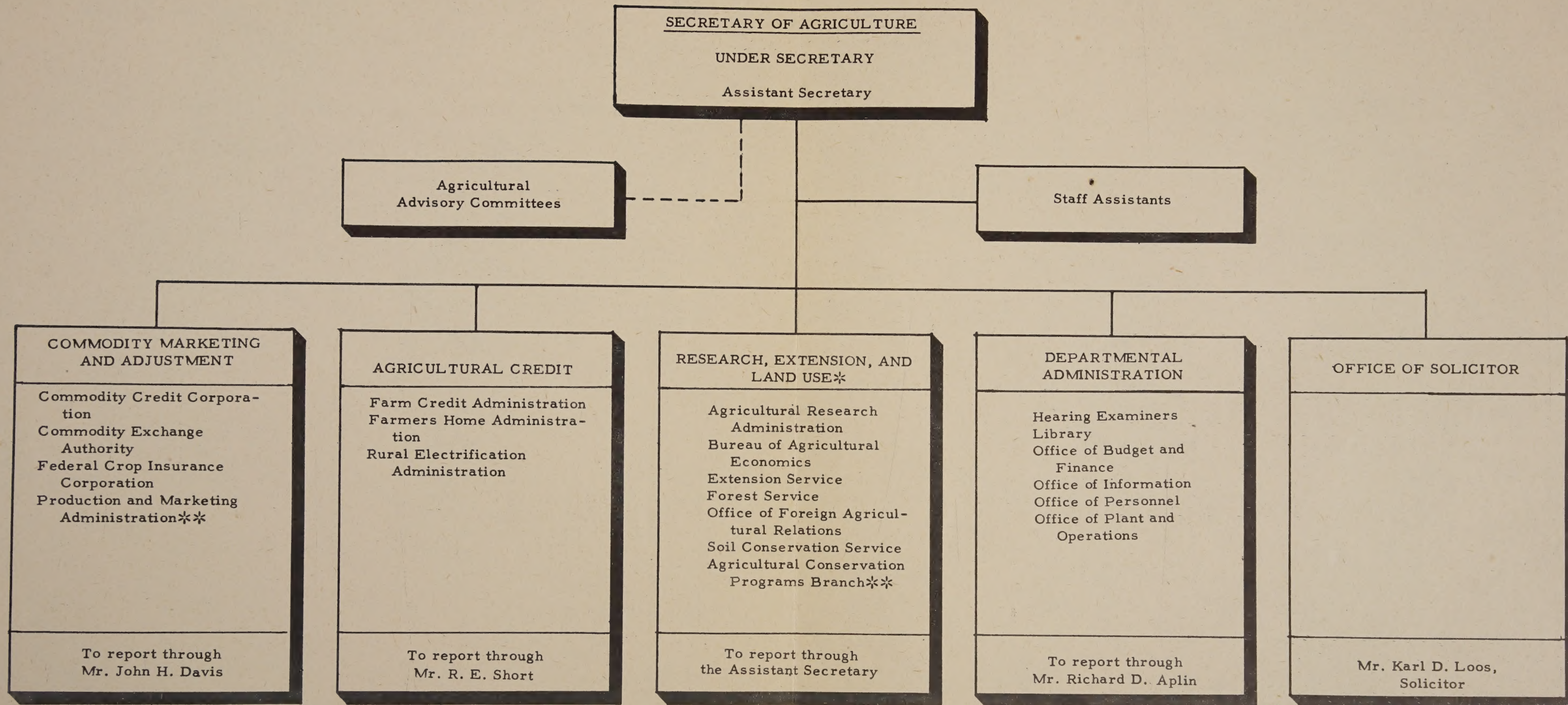


Secretary

Attachment

ORGANIZATION OF THE UNITED STATES DEPARTMENT OF AGRICULTURE

EFFECTIVE JANUARY 21, 1953



* Including Flood Prevention and Land and Water Utilization.

**The Agricultural Conservation Programs Branch of the Production and Marketing Administration is transferred to "Research, Extension, and Land Use," but for an interim period will use facilities and field services of PMA in carrying out the Agricultural Conservation Program.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

November 2, 1953

Secretary Benson Puts Agriculture Department Reorganization
Into Immediate Effect

Secretary of Agriculture Ezra Taft Benson today announced plans for reorganization of the Department of Agriculture to be effective immediately. The new organization of the Department is substantially as set forth in the "announcement of Intention" of October 13, although certain modifications have been made as the result of suggestions received.

The new organization puts all of the service agencies of the Department under four main groups: (1) Federal-States Relations; (2) Marketing and Foreign Agriculture; (3) Agricultural Stabilization; and (4) Agricultural Credit.

"I am putting the new organization into effect at this time so that the Department can begin functioning on the new basis at the earliest possible moment," Secretary Benson said. "The plan going into effect today represents full consideration of the suggestions which have been received since the original announcement. That announcement provided that suggestions would be received up to November 1.

"The reorganization was made under authority of Reorganization Plan No. 2, submitted to Congress by President Eisenhower and approved by the Congress in June.

"Plans for the reorganization were discussed before their announcement with Congressional agricultural leaders, the National Agricultural Advisory Commission, representatives of the Land-Grant Colleges, representatives of the President's Committee on reorganization of the Government, representatives of the National Association of Soil Conservation Districts, farm organization leaders and many others. The big majority of those consulted reacted favorably to the proposals.

"We have received a number of constructive suggestions and we have considered all of them and adopted them where possible. In a few cases, final decision on shifting of functions will be made later as the transition from the old to the new organization is made fully effective.

"The principal area of complaint has been regarding the proposal to change the field organization of the Soil Conservation Service by eliminating regional offices and strengthening State Soil Conservation offices.

"I am confident that the great majority of soil conservation workers and the members of the boards of soil conservation districts appreciate the sincerity of our purpose to advance soil conservation. At the same time I want to correct the misleading and unfounded statements issued by certain officers of the National Association of Soil Conservation Districts. The organized campaign by this small group has served to confuse the issues and to obscure our real intentions. To set the record straight I have sent to all boards of supervisors of soil conservation districts a statement of our purpose and specific answers to specific questions. I want to restate my position on certain of those points dealing with plans for the Soil Conservation Service and the Agricultural Extension Service.

"We do not now and never have planned to consolidate the Soil Conservation Service with the Agricultural Extension Service.

"We do not now and never have planned to turn over to the Agricultural Extension Service any functions or activities now carried on by the Soil Conservation Service.

"We do not now and never have planned to contract with the Land-Grant Colleges for technical assistance to the Soil Conservation Districts.

"I am fully aware of the need for conserving and improving our agricultural resources. The SCS will continue as a separate agency of the Department. I am determined that it shall continue to serve farmers even better through technical aid to Soil Conservation Districts. The Department of Agriculture has signed a memorandum of understanding with each Soil Conservation District. We shall continue the cooperation provided for in these memoranda.

"The watershed and flood control projects will continue to be emphasized. Where these projects involve more than one State, the work on them will be coordinated. So important is this work that every effort will be made to get under way and complete as soon as possible the previously authorized projects.

"Effective today the State offices of the Soil Conservation Service are given greater responsibility for program formulation and execution, and the Regional Offices are abolished. Pending the liquidation of the Regional Offices, the Regional Directors and their personnel are transferred to the staff of the Administrator, Soil Conservation Service."

The new Department organization:

Regroups the various research bureaus in the present Agricultural Research Administration into an integrated Agricultural Research Service.

Establishes an Agricultural Marketing Service which will absorb a major part of the marketing, research and service functions of the Production and Marketing Administration and many of the functions of the Bureau of Agricultural Economics.

(more)

USDA 2691-53-2

Establishes a Commodity Stabilization Service which will carry on adjustment and other functions formerly handled by the Production and Marketing Administration such as acreage allotments and marketing quotas, and carry on price support operations of the Commodity Credit Corporation.

Retains the present Community, County, and State farmer committees to carry out the programs of the Commodity Stabilization Service and the Agricultural Conservation Program in the field.

Transfers the functions of the Production and Marketing Administration and the Bureau of Agricultural Economics to other services.

Other than the integration of the former ARA research bureaus and the transfer of functions of the Bureau of Agricultural Economics and the Production and Marketing Administration, most of the other existing agencies of the Department retain their major functions, although there have been numerous changes in nomenclature and concentration of related but widely dispersed work.

The following are the four main groups provided for by the reorganization and the agencies in each (where new agencies have been formed or major changes made, the name of the person in charge is given in parenthesis):

FEDERAL-STATES RELATIONS: Agencies in this group would include: Agricultural Research Service (Byron T. Shaw, Administrator), Forest Service, Federal Extension Service, Soil Conservation Service, Agricultural Conservation Program Service, and Farmer Cooperative Service (Joseph G. Knapp, Acting in Charge).

MARKETING AND FOREIGN AGRICULTURE: Agencies in this group would be the Agricultural Marketing Service (O. V. Wells, Administrator), the Foreign Agricultural Service, and the Commodity Exchange Authority.

AGRICULTURAL STABILIZATION: Agencies in this group would be Commodity Stabilization Service (including the administration of Commodity Credit Corporation programs) (Howard H. Gordon, Administrator), Federal Crop Insurance Corporation, and Community, County, and State Committees (Howard H. Gordon, Acting Administrator).

AGRICULTURAL CREDIT: Agencies in this group would be Farmers Home Administration and Rural Electrification Administration.

Details on many of the changes are given in the attached statement:

March 10, 1953

MEMORANDUM NO. 1320, Supplement 1.Administrative Grouping of Department Agencies Revised

This will supplement Memorandum No. 1320 issued January 21, 1953.

Further study of the organization and activities of the Department, with particular reference to the activities dealing with foreign agriculture, has led to the conclusion that these activities should be performed by an agency outside of and unconnected with any one of the operating groups heretofore established.

Accordingly, there is hereby established the Foreign Agricultural Service, with a Director of Foreign Agricultural Service as its head. All of the functions heretofore exercised by the Office of Foreign Agricultural Relations are transferred ~~March 10, 1953~~ to the Foreign Agricultural Service. The Office of Foreign Agricultural Relations, now assigned to the Research, Extension and Land Use Group, ~~will be~~ is discontinued.

of the Office of Foreign Agricultural Relations

All appropriations and such personnel as may be designated by the Director of Foreign Agricultural Service ^{and subject to the approval of the Secretary} will be transferred to the Foreign Agricultural Service.

Director
Mr. R. E. Short, who has been serving as ~~head~~ of the Agricultural ~~Credit Group~~ ^{Services}, is relieved of that assignment and is hereby designated as Director of Foreign Agricultural Service.

MEMORANDUM NO. 1

Administrative Grouping of Government Agencies Revised

This will supplement Memorandum No. 1, 1950 issued January 21, 1952.

Further study of the organization and activities of the Government, with particular reference to the activities dealing with foreign agriculture, has led to the conclusion that these activities should be performed by an agency outside of and unconnected with any of the existing groups heretofore established.

Accordingly, there is hereby established the Foreign Agricultural Service, with a Director of Foreign Agricultural Service as its head. All of the functions heretofore exercised by the Office of Foreign Agricultural Relations are transferred March 1, 1953, to the Foreign Agricultural Service. The Office of Foreign Agricultural Relations, now assigned to the Research, Extension and Land Use Group, will be discontinued.

All appointments and such personnel as may be designated by the Director of Foreign Agricultural Service will be transferred to the

Foreign Agricultural Service.

Mr. R. E. Short, who has been serving as head of the Agricultural Credit Group, is relieved of that assignment and is hereby designated as Director of Foreign Agricultural Service.

Mr.
^ Robert L. Farrington, now serving as Cooperative Bank Commissioner
in the Farm Credit Administration, is hereby designated Acting Director
of Agricultural Credit ^{Services} ~~and will serve as head of that group.~~

The foregoing changes will become effective immediately. A revised
chart of the organizational arrangement is attached.

E. B.
Secretary

E. Johnson
Attachment

Robert L. Partridge, now serving as Cooperative Bank Commissioner
in the Farm Credit Administration, is hereby designated Acting Director
of Agricultural Credit and will serve as head of that group.

The foregoing changes will become effective immediately. A revised
chart of the organizational arrangement is attached.

Secretary

Attachment



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 18, 1953.

MEMORANDUM NO. 1320, SUPPLEMENT 2

Organization of the Department

This revision of Memorandum No. 1320 is issued for the purpose of bringing it in harmony with the provisions of Reorganization Plan No. 2 of 1953. This plan transferred to the Secretary of Agriculture all functions within the Department not already vested in him, except those of the Farm Credit Administration and entities subject to its supervision, the Commodity Credit Corporation, the Federal Crop Insurance Corporation, and the Hearing Examiners, and also provided for two additional Assistant Secretaries and an Administrative Assistant Secretary.

The agencies of the Department will report as follows:

To the Assistant Secretary for Research, Extension, and
Land Use (Mr. J. Earl Coke) *

Agricultural Conservation Program
Bureau of Agricultural Economics
Agricultural Research Administration
Extension Service
Forest Service
Soil Conservation Service

To the Assistant Secretary for Commodity Marketing and
Adjustment (Mr. John H. Davis)

Commodity Credit Corporation
Commodity Exchange Authority
Federal Crop Insurance Corporation
Production and Marketing Administration

To the Assistant Secretary for Foreign Agricultural
Service (Mr. R. E. Short)

Foreign Agricultural Service

To the Director, Agricultural Credit Services
(Mr. R. L. Farrington)

Farm Credit Administration (until December 4, 1953,
the effective date of Public Law 202, 83d Congress)
Farmers Home Administration
Rural Electrification Administration

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



MEMORANDUM NO. 1320, SUPPLEMENT 2

Organization of the Department

This revision of memorandum No. 1320 is issued for the purpose of bringing it in harmony with the provisions of Reorganization Plan No. 2 of 1953. This plan transferred to the Secretary of Agriculture all functions which the Department had already vested in him, except those of the Farm Credit Administration and entities subject to his supervision, the Forestry Service, the National Crop Insurance Administration, and the National Plant Quarantine, and also provided for two additional Assistant Secretaries and an Administrative Assistant Secretary.

The elements of the Department will report as follows:

To the Assistant Secretary for Research, Extension, and
Land Use (Mr. J. Earl Cook)

Agricultural Administration Program
Bureau of Agricultural Economics
Agricultural Research Administration
Extension Service
Forest Service
Soil Conservation Service

To the Assistant Secretary for Domestic Marketing and
Adjustment (Mr. John H. Davis)

National Grains Corporation
National Exchange Agency
Federal Crop Insurance Corporation
Production and Marketing Administration

To the Assistant Secretary for Foreign Agricultural
Affairs (Mr. A. D. Smith)

Foreign Agricultural Service

To the Director, Agricultural Credit Service
(Mr. H. L. Burroughs)

Farm Credit Administration (until December 31, 1953)
The Federal Reserve Bank of St. Louis (FSA)
Federal Reserve Bank of Chicago
Federal Reserve Bank of Cleveland
Federal Reserve Bank of Kansas City

To the Administrative Assistant Secretary
(Mr. Ralph S. Roberts)

Office of Budget and Finance
Office of Hearing Examiners
Office of Information
Library
Office of Personnel
Office of Plant and Operations

To the Solicitor (Mr. Karl D. Loos)

Office of the Solicitor

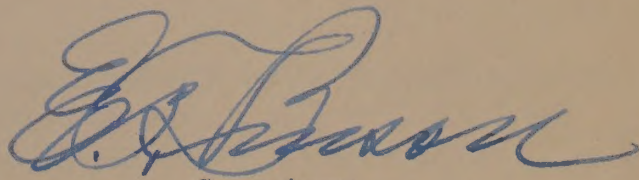
The Secretary and the Under Secretary, meeting jointly with the departmental officers - namely, the Assistant Secretaries, the Administrative Assistant Secretary, the Director, Agricultural Credit Services, and the Solicitor - will consider matters of policy determination and long-range planning. Periodically, and as special circumstances indicate a need, the Secretary and the Under Secretary will meet jointly with the departmental officers and agency heads to discuss subjects of general interest.

Heads of agencies^{with} (1) will maintain close working relationships with the appropriate departmental officer, (2) will keep him advised with respect to major problems and developments, and (3) will discuss with him proposed actions involving policy questions or other important considerations which may have a bearing upon internal or external relationships.

This organizational arrangement will make possible closer coordination of related activities, and will centralize responsibility for consideration and determination of operating problems and other matters requiring Departmental attention within each group.

Except as modified by the provisions of this memorandum, existing Secretary's Memoranda, the Department Regulations, and other related documents will continue in effect.

A chart of the organizational arrangement is attached.


Secretary

Attachment

To the Administrative Assistant Secretary
(Mr. Ralph S. Roberts)
Office of Budget and Finance
Office of Hearing Examiners
Office of Information
Library
Office of Personnel
Office of Plant and Operations

To the Solicitor (Mr. Karl D. Hoos)

Office of the Solicitor

The Secretary and the Under Secretary, meeting jointly with the departmental officers - namely, the Assistant Secretaries, the Administrative Assistant Secretary, the Director, Agricultural Credit Service, and the Solicitor - will consider matters of policy determination and long-range planning. Periodically, and as special circumstances indicate a need, the Secretary and the Under Secretary will meet jointly with the departmental officers and agency heads to discuss subjects of general interest.

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This organizational arrangement will make possible closer coordination of related activities, and will centralize responsibility for consideration and determination of operating problems and other matters requiring Departmental attention within each group.

Except as modified by the provisions of this memorandum, existing Secretary's Memoranda, the Department Regulations, and other related documents will continue in effect.

A chart of the organizational arrangement is attached.


Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.

October 7, 1953.

MEMORANDUM NO. 1320, SUPPLEMENT 3

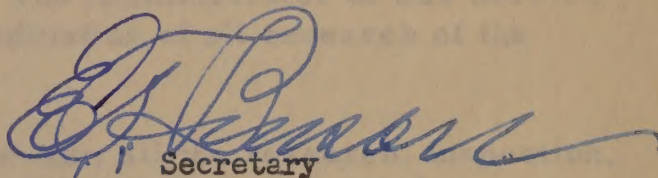
Revised Grouping of Department Agencies

This will supplement Memorandum No. 1320, Supplement 2, issued September 18, 1953.

In view of the resignation of the Assistant Secretary for Foreign Agricultural Service (Mr. R. E. Short), the Foreign Agricultural Service will report to the Assistant Secretary for Commodity Marketing and Adjustment (Mr. John H. Davis).

Except as modified by the provisions of this Memorandum, the provisions of Memorandum No. 1320, Supplement 2, will continue in effect.

The foregoing shall become effective immediately.


Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.



October 1, 1930

MEMORANDUM FOR THE SECRETARY

Revised Program of the National Agricultural

This will supplement Memorandum No. 1330, Supplement 2, issued September 10, 1930.

In view of the resignation of the Assistant Secretary for Foreign Agricultural Service (Mr. E. E. Shore), the Foreign Agricultural Service will report to the Assistant Secretary for Commodity Marketing and Adjustment (Mr. John H. Davis).

Except as modified by the provisions of this Memorandum, the provisions of Memorandum No. 1330, Supplement 2, will continue in effect.

The foregoing shall become effective immediately.

Very truly yours,
[Signature]

November 2, 1953

*Original not Rec
in Dept Records*

MEMORANDUM NO. 1320, SUPPLEMENT 4

Reorganization of the Department of Agriculture

Pursuant to the authority vested in the Secretary of Agriculture by Sec. 161, Revised Statutes (5 U.S.C. 22), and Reorganization Plan No. 2 of 1953, as well as all other statutes and prior Reorganization Plans vesting authority in the Secretary of Agriculture, the following assignments and reassignments of functions, and related delegations of authority are made. Announcement of intention to reorganize the Department of Agriculture was made on October 13, 1953.

All service agencies of the Department are grouped as follows:

- (1) Federal-States Relations, (2) Marketing and Foreign Agriculture, (3) Agricultural Stabilization, and (4) Agricultural Credit.

FEDERAL-STATES RELATIONS

Agricultural Research Service

This Service will conduct all of the production and utilization research of the Department (except forestry research) and the inspection, disease and pest control and eradication work closely associated with this research. The Administrator of this Service is also responsible for the coordination of all research of the Department.

Except as otherwise provided herein, all the research, inspection, disease and pest control work now in the Agricultural Research Administration are hereby assigned to this Service.

In addition, related activities are hereby reassigned to this Service as follows:

- (1) Research on farm management and costs (including local farm labor studies), land economics, and agricultural finance from the Bureau of Agricultural Economics.
- (2) All soil conservation research except investigations required for the national soil survey from the Soil Conservation Service.

- (3) All range management research (except that on forest ranges and adjacent, integrated non-forest lands), and all research on grass and control of undesirable plants from the Forest Service.
- (4) Cotton ginning and processing research on improved ginning technology and associated processes involved in the preparation of cotton fiber and cottonseed for market from the Production and Marketing Administration.
- (5) The administration of the Insecticide, Fungicide and Rodenticide Act from the Production and Marketing Administration.

Forest Service

This Service will continue to be responsible for promoting the conservation and best use of the Nation's forest resources.

The following activities are reassigned to this Service:

- (1) The management of publicly owned lands administered under Title III of the Bankhead-Jones Farm Tenant Act from the Soil Conservation Service.
- (2) Forest disease and pest research and control work from the Agricultural Research Administration.

Soil Conservation Service

The Soil Conservation Service will continue as the Department's technical service agency in the field of soil and water conservation and flood prevention. As such it will aid in bringing about physical adjustments in land use and in use of water to conserve natural resources and reduce the hazards of floods and sedimentation. The State offices of the Soil Conservation Service are hereby given greater responsibility for program formulation and execution, and accordingly the Regional Offices are abolished. During the liquidation of the Regional Offices, the Regional Directors and their personnel are transferred to the staff of the Administrator, Soil Conservation Service.

Federal Extension Service

Not affected by this reorganization.

Agricultural Conservation Program Service

Not affected by this reorganization, except for change in name. The Agricultural Conservation Program will continue to be carried out in the field through the community, county, and State Committees.

Farmer Cooperative Service

There is hereby created the Farmer Cooperative Service to which is assigned the functions of the Cooperative Research and Service Division of the Farm Credit Administration.

MARKETING AND FOREIGN AGRICULTURE

Agricultural Marketing Service

The marketing and distribution functions of the Department are centralized in this Service. This includes marketing research and related statistical and economic research; marketing services, including crop and livestock estimates, market news, standardization, grading, inspection and classification of farm products; and marketing and regulatory acts, including marketing agreements and orders. The Administrator of this Service is also responsible for the coordination of all statistical work of the Department.

The following activities are reassigned to this Service from other agencies:

- (1) All research, analytical and statistical work, including crop and livestock estimates, from the Bureau of Agricultural Economics, except research reassigned to the Agricultural Research Service.
- (2) The off-farm handling, transportation and storage research activities from the Agricultural Research Administration.
- (3) All marketing research and marketing services work from the Production and Marketing Administration, except as otherwise provided herein.
- (4) The administration of marketing and regulatory acts, including marketing agreements and orders from the Production and Marketing Administration, except as otherwise provided herein.
- (5) Work relating to food distribution, including the school lunch program, administration of Section 32 of the Agricultural

Adjustment Act of 1935 (except as otherwise provided), and food trade activities from the Production and Marketing Administration. In carrying out these functions, the Agricultural Marketing Service shall use the commodity procurement and handling facilities of the Commodity Stabilization Service.

Foreign Agricultural Service

This Service will have primary responsibility for matters pertaining to agricultural trade and relations with foreign areas. Administration of Section 22 of the Agricultural Adjustment Act and import and export controls are hereby reassigned from the Production and Marketing Administration.

Commodity Exchange Authority

Not affected by this reorganization.

AGRICULTURAL STABILIZATION

Commodity Stabilization Service

The Production and Marketing Administration is hereby designated the Commodity Stabilization Service. This Service will be responsible for adjustment activities including acreage allotments and marketing quotas, the stabilization of sugar production, price support, foreign supply programs, commodity disposal, and administration of the International Wheat Agreement. Personnel and facilities of the Commodity Stabilization Service will be utilized in administration of Commodity Credit Corporation programs.

All functions and activities of the Production and Marketing Administration not otherwise assigned herein are hereby reassigned to this Service from the Production and Marketing Administration, including, for the time being, poultry meat inspection.

Community, County and State Committees

The Community, County and State Committees (the present Production and Marketing Administration Committees) through which the Commodity Stabilization Service activities and the Agricultural Conservation Program are carried out in the field are placed in this group. This reorganization does not change the present functions of these Committees.

Federal Crop Insurance Corporation

Not affected by this reorganization.

AGRICULTURAL CREDIT

Farmers Home Administration

Not affected by this reorganization.

Rural Electrification Administration

Not affected by this reorganization.

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Effective Date and Continuation of Services

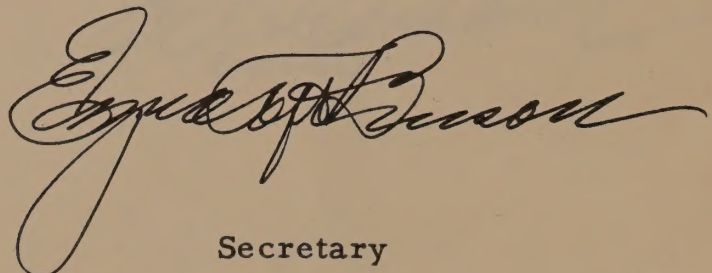
This memorandum shall be effective November 2, 1953. All officers and employees now performing any of the functions affected by this order shall continue to perform such functions, and to exercise in connection therewith existing delegations until directed otherwise pursuant to the authority of this order. All regulations, orders and similar instruments heretofore issued by any officer of the Department of Agriculture relating to the functions affected by this order shall continue in full force and effect, unless and until withdrawn or superseded by instruments of like authority.

Personnel, Property and Funds

The personnel, property and funds relating to the functions reassigned herein shall be transferred as agreed upon by the heads of the agencies involved, subject to the approval of the Secretary.

Further Reorganization Under the October 13, 1953, Announcement

Proposals set forth in the Announcement of Intention to Reorganize issued October 13, 1953, and not covered herein are receiving further study.

A large, stylized handwritten signature in dark ink, appearing to read "Eugene P. Benson". The signature is fluid and cursive, with a large loop at the end.

Secretary

U. S. DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

November 19, 1953.

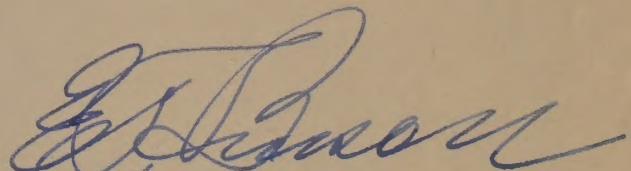
MEMORANDUM NO. 1320, SUPPLEMENT 5

Reorganization of the Department of Agriculture

Pursuant to the authority vested in the Secretary of Agriculture by Sec. 161, Revised Statutes (5 U. S. C. 22), and Reorganization Plan No. 2 of 1953, as well as all other statutes and prior Reorganization Plans vesting authority in the Secretary of Agriculture, the responsibility for the poultry meat inspection function presently assigned to the Commodity Stabilization Service is hereby reassigned to the Agricultural Marketing Service. This memorandum shall be effective immediately.

All officers and employees now performing any of the functions affected by this order shall continue to perform such functions and to exercise in connection therewith existing delegations until directed otherwise pursuant to the authority of this memorandum. All regulations, orders, and similar instruments heretofore issued by any officer of the Department of Agriculture relating to the function affected by this memorandum shall continue in full force and effect, unless and until withdrawn or superseded by instruments of like authority.

The personnel, property and funds relating to this function shall be transferred as agreed upon by the heads of the agencies involved, subject to the approval of the Secretary.


Secretary

U. S. DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

MEMORANDUM NO. 1350, SUPPLEMENT 2

Reorganization of the Department of Agriculture

Transmit to the authority vested in the Secretary of Agriculture by Sec. 161, Revised Statutes (U. S. C. 22), and Reorganization Plan No. 2 of 1953, as well as all other statutes and prior Reorganization Plans vesting authority in the Secretary of Agriculture, the personnel bill for the position of Assistant Secretary, to be assigned to the Commodity Stabilization Service in hereby transmitted to the Agricultural Marketing Service. This memorandum shall be effective immediately.

All existing and employees now performing any of the functions authorized by this order shall continue to perform such functions and to exercise in connection therewith existing relations until directed otherwise pursuant to the authority of this memorandum. All regulations, orders, and similar instruments heretofore issued by any officer of the Department of Agriculture relating to the function affected by this memorandum shall continue in full force and effect, unless and until withdrawn or superseded by instruments of like authority.

The personnel, property and funds relating to this function shall be transferred as agreed upon by the heads of the agencies involved, subject to the approval of the Secretary.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON, D. C.

November 2, 1953

To: All BAE Employees
From: O. V. Wells, Chief, Bureau of Agricultural Economics
Subject: Departmental Reorganization

The attached Secretary's Memorandum No. 1320, Supplement 4, together with the release issued to the press under today's date concerning the reorganization of the Department, are self-explanatory.

Although the effective date for these reassignments of functions is November 2, 1953, please note that in accordance with the last paragraph of the Memorandum each of you should continue performing the functions presently assigned and reporting through the same channels of organization until we are specifically informed to the contrary. Further information concerning the implementation of this reorganizational memorandum will be released just as soon as possible.

Attachments



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 27, 1953

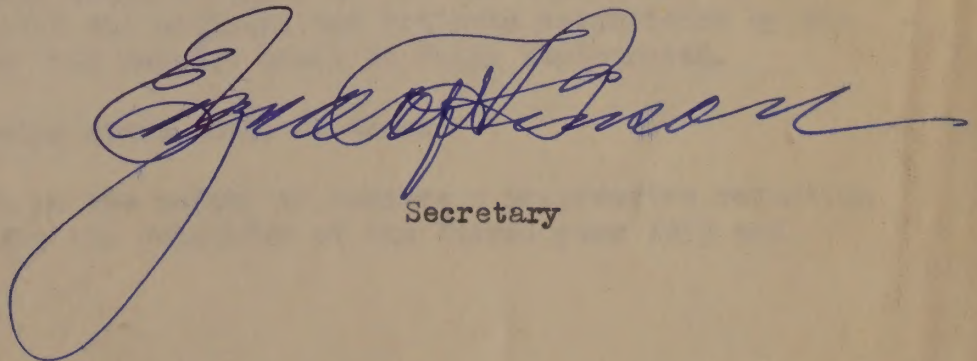
MEMORANDUM NO. 1321

Availability of Files and Records to the General Accounting Office

The General Accounting Office is authorized by the Budget and Accounting Act of 1921 (Sec. 312, 31 U.S.C. 53) and the Government Corporation Control Act (Sec. 105, 31 U.S.C. 850) to make audits and investigations of financial and related activities of the Department of Agriculture, and in connection therewith has the right to examine its books and records. The Budget and Accounting Act also provides (Sec. 313, 31 U.S.C. 54) that the Department shall furnish such information regarding its activities and financial transactions as the Comptroller General may require. It is my desire to cooperate in every way possible with the Comptroller General, and in keeping with the intent and spirit of the statutes cited it shall be the policy of the Department of Agriculture to make available to representatives of the General Accounting Office all files, accounting records and other information required in the conduct of audits or investigations, except such records the production of which is specifically prohibited by statute or executive order.

Further restrictions have been placed by the Administrative Regulations of the Department on the general availability of certain records in order to safeguard the public interest. It is not intended, however, that such restrictions shall be applied to the General Accounting Office when such information is necessary and essential to the discharge of its official duties and responsibilities. When material, classified for security purposes, is requested by auditors or investigators, it is incumbent on the agency security officer to assure compliance with security regulations in making any such records available for examination.

If an agency official in any case should consider it advisable to withhold records or reports requested by a General Accounting Office representative, the Department's Director of Finance shall be consulted, or a report thereon shall be made to him. Such reports shall include a description of the records withheld and a statement setting forth the reasons why access thereto has been denied.


Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 27, 1932

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Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE 39
Office of the Secretary
Washington 25, D. C.

MEMORANDUM NO. 1322

Review of Agency Programs and Activities

With the approval of the President and after discussion with the Cabinet, the Director of the Budget has issued instructions for a review of agency programs and activities, for restricting obligations in the current fiscal year, for reducing employment, and for the development of recommendations on specific revisions of the 1954 Budget. In sending these instructions to the Department, Mr. Dodge said:

"One of the first and most important tasks of our new administration is to review the 1954 Budget and to proceed toward the accomplishment of a balanced budget.

This review will take the initial steps toward that goal; will establish in definitive form how far we can go in that direction in the fiscal year 1954; and set the stage for the fiscal year 1955. It should help to identify issues that will be significant in the formulation of the budget for that year.

The problem is complicated by inheritance of the costs of a Federal debt of more than \$265 billion; indicated deficits for the fiscal years 1953-1954 totaling \$15.8 billion; and accumulated unexpended balances of appropriations in excess of the total new obligational authority requested for fiscal year 1954.

It is clear that this situation will not be brought under control without action to reduce budgetary obligational authority, reduce the level of expenditures, critically examine existing programs, restrain commitments for new programs, and generally to drive for greater efficiency and reduced costs."

It is my purpose as Secretary of Agriculture to cooperate fully in this effort and make a careful examination of all of the activities of the Department to the end that the policies and criteria established by the Bureau of the Budget in this respect shall be fully implemented.

Accordingly, the following steps shall be taken:

1. Personnel. It is the policy to achieve a progressive reduction of personnel for the remainder of the fiscal year 1953 and

MEMORANDUM NO. 1772

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This review will take the initial steps toward that goal; it will establish in definitive form how far we can go in that direction in the fiscal year 1954; and set the stage for the fiscal year 1955. It should help to identify issues that will be significant in the formulation of the budget for that year.

The problem is complicated by inheritance of the costs of a Federal debt of more than \$25 billion; indicated deficits for the fiscal years 1953-1954 totaling \$12.8 billion; and accumulated unexpended balances of appropriations in excess of the total new obligatory authority requested for fiscal year 1954.

It is clear that this situation will not be brought under control without action to reduce budgetary obligations; authority, reduce the level of expenditures, critically examine existing programs, restrain commitments for new programs, and generally to give for greater efficiency and reduced costs."

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Accordingly, the following steps shall be taken:

1. Personnel. It is the policy to achieve a progressive reduction of personnel for the remainder of the fiscal year 1953 and

for the 1954 Budget. Therefore, effective immediately, no vacancies shall be filled without approval of the Secretary except by shifting existing employees within the particular agency of the Department to cover such vacancies.

Secretarial approval for the filling of vacancies will be granted only after a determination that:

- a. The positions represented by vacancies cannot be eliminated.
 - b. Existing employees cannot be shifted to cover the vacancies.
 - c. Increased efficiency, better utilization of personnel, or changes in standards and policies of department or agency operation will not make possible the attainment of a and b above.
2. Rate of obligation during the remainder of fiscal year 1953. No increase over the January rate of obligation for any appropriation or fund shall be permitted unless specifically approved by the Secretary. Secretarial approval to exceed the January rate will be granted only after a determination that an increase is clearly necessary to meet requirements fixed by law, or is completely justified as essential in the face of the urgent need for substantial reductions in Federal expenditures.
3. Construction. It is the policy to proceed only with construction projects which are deemed clearly essential in terms of the objectives of this administration, and on such projects to employ the strictest standards of economy. Accordingly, each agency head shall:
- a. Review all proposed or authorized construction projects on which work has not yet begun, and shall submit recommendations thereon to the Secretary. No work shall be initiated on such projects during the remainder of the fiscal year 1953 unless approved by the Secretary after a determination that they meet the above criteria.
 - b. Review all going construction projects and, in the light of the above criteria, submit recommendations to the Secretary on appropriate action to be taken, including action to reduce or stop the work.

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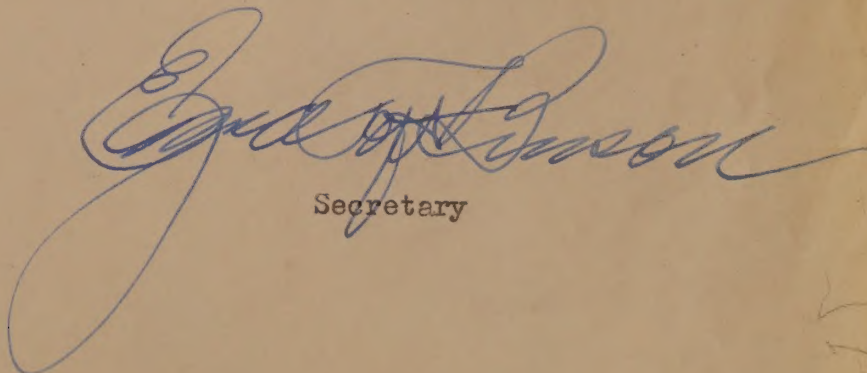
- a. Review all proposed or authorized construction projects on which work has not yet begun, and shall submit recommendations thereon to the Secretary. No work shall be initiated on such projects during the remainder of the fiscal year 1953 unless approved by the Secretary after a determination that they meet the above criteria.
- b. Review all going construction projects and, in the light of the above criteria, submit recommendations to the Secretary on appropriate action to be taken, including action to reduce or stop the work.

4. Program review. It is the policy to operate at a minimum level of cost and expenditures. This policy requires that the necessity for all work be questioned, and that action be taken to eliminate unnecessary programs and to hold the remainder to minimum levels. Accordingly, each agency head shall initiate an immediate review of work under his direction, and shall submit to the Secretary recommendations on the downward adjustment of program levels. Such recommendations shall be accompanied by information as to the effect of such adjustments on Government services. Where the review indicates the desirability of a change in legislation, a draft bill or other proposal for action should be submitted for appropriate clearance as promptly as possible.

The results of these reviews will be used in the formulation of recommendations for revision of the 1954 Budget, and will serve as guides in the preparation of the Department's budget submission for fiscal year 1955. I am asking Assistant Secretary Coke, John H. Davis, Romeo E. Short, and Richard D. Aplin to work with Ralph S. Roberts, the Department's Budget Officer, as a special committee to assist me in considering agency recommendations submitted in pursuance of this memorandum and in a review of budget estimates for 1954. Inasmuch as the Department must submit its recommendations to the Bureau of the Budget on or before March 2, 1953, it will be necessary that each agency head give his personal attention to these matters without delay as it will be necessary to begin discussions with each agency head within the next few days.

Appropriate staff offices will formulate and issue immediately detailed instructions and procedures for controlling employment and financial obligations as directed herein, and for the submission of recommendations and related information on the program and budgetary reviews required.

Inasmuch as recommendations submitted in pursuance of this request will be used in the development of budgetary proposals for the consideration of the President, they like all other such proposals must be treated as highly confidential.


Secretary

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Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

June 26, 1953.

MEMORANDUM NO. 1322, SUPPLEMENT 1

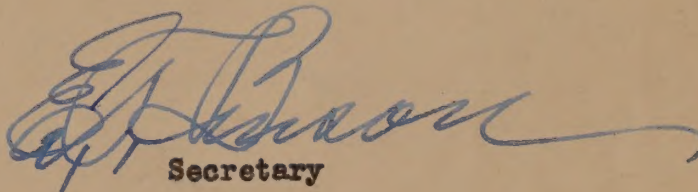
Restrictions on Filling Vacancies

Secretary's Memorandum No. 1322, issued February 5, 1953, implemented in the Department of Agriculture the request of the Director, Bureau of the Budget, for a review of agency programs and activities, for restricting obligations in fiscal year 1953, for reducing employment, and for the development of recommendations on revisions of the 1954 budget.

It is the continuing policy of the Department to keep employment to the absolute minimum required to discharge effectively and efficiently the duties assigned to it by the Congress. In carrying out programs and activities authorized and appropriated for in 1954, each agency head, in keeping with his general management responsibility, should determine the vacancies that must necessarily be filled to get the job done within his agency.

Accordingly, effective July 1, 1953, agency heads or officials designated by them may, within available funds, authorize the filling of positions required for the efficient administration of the work in their agencies. In exercising this responsibility, vacancies should be filled only after a determination that through increased efficiency, better utilization of personnel, or changes in standards and methods of operation, (1) the positions represented by vacancies cannot be eliminated, or (2) existing employees cannot be shifted within the agency to cover the vacancies.

Each agency shall issue appropriate procedures necessary to restrict the filling of vacancies in accordance with this memorandum. Staff offices will modify their instructions to agencies to conform with this memorandum.


Secretary

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Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 21, 1953

MEMORANDUM NO. 1323

Correspondence and Documents for Signature in the Immediate
Office of the Secretary

The purpose of this Memorandum is to indicate general procedures and responsibilities for handling correspondence and documents for signature in the Immediate Office of the Secretary.

Handling. Correspondence should be answered promptly. People tend to judge the Department by the individual contacts they have with it. Delay in answering correspondence not only results in inconvenience to the public but also creates an impression of inefficiency and lack of courtesy.

A person who receives a letter for preparation of a reply should dictate an answer the same day if he possibly can. If it requires study or collection of information or if it must be referred to another person or agency for consideration so that it obviously will not be possible to answer it immediately, the agency official who first receives it should prepare an acknowledgment at once. As provided by the Administrative Regulations (1 AR 611), correspondence for signature in the Secretary's Office should be answered or acknowledged within three working days after receipt in the Department.

Each agency is responsible for seeing that letters are in acceptable shape before sending them to the Secretary's Office. They should be free from errors, give the information requested, be easy to understand, and be courteous and expressive of real interest in the problems raised by the persons to whom they are addressed. They should also be brief.

Signature. In general, correspondence and documents relating to matters within the areas of responsibility of the group directors designated by Secretary's Memorandum No. 1320 should be prepared for their signature. However, correspondence and documents should be prepared for the signature of the Secretary when they relate to matters of major policy, matters legally required to be signed by the Secretary, letters to the President or heads of other Departments, answers to letters from Members of Congress addressed to the Secretary, and other letters and documents which should properly be signed by the Secretary. This delegation will not affect the existing authority of agency heads to sign correspondence and documents except as the group directors may issue instructions modifying such authority.

COMMUNICATION 1

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 21, 1923



WASHINGTON, D. C. 12323

Guidelines for the Secretary
in the Department

The purpose of this document is to indicate general principles and responsibilities for handling correspondence and documents for the Secretary.

Section 1. Correspondence. Correspondence should be handled promptly. It should be handled in accordance with the instructions of the Secretary. It should be handled in accordance with the instructions of the Secretary. It should be handled in accordance with the instructions of the Secretary.

A person who receives a letter for preparation of a reply should check the letter for the Secretary's signature. If it is not signed, it should be returned to the sender. If it is signed, it should be handled in accordance with the instructions of the Secretary. It should be handled in accordance with the instructions of the Secretary. It should be handled in accordance with the instructions of the Secretary.

Each agency is responsible for seeing that letters are handled in accordance with the instructions of the Secretary. They should be handled in accordance with the instructions of the Secretary. They should be handled in accordance with the instructions of the Secretary.

Section 2. In general. Correspondence and documents relating to the Secretary's office should be handled in accordance with the instructions of the Secretary. They should be handled in accordance with the instructions of the Secretary. They should be handled in accordance with the instructions of the Secretary.

The following titles should be used:

J. Earl Coke	Assistant Secretary
John H. Davis	Director, Commodity Marketing and Adjustment
R. E. Short	Director, Agricultural Credit Services
Richard D. Aplin	Director, Departmental Administration

~~The name should be typed above the title.~~

Clearance. Correspondence and documents for the signature of the Secretary or Under Secretary should be routed through the appropriate group director for initialing. In accordance with the Administrative Regulations (1 AR 74), correspondence and documents involving legal matters should be cleared with the Solicitor.

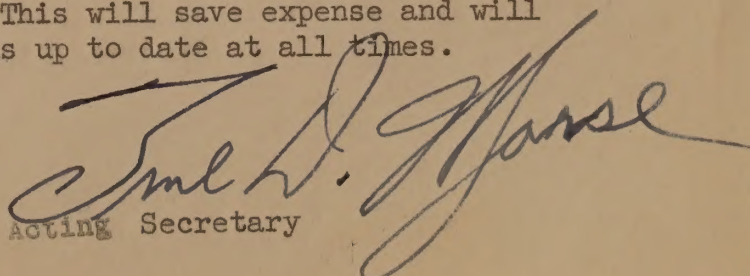
Routing. After initialing, correspondence and documents for the signature of the Secretary or Under Secretary should be sent to the Assistant to the Under Secretary, for final signature handling.

Secretary's Records Section, under the direction of the Assistant to the Under Secretary, will continue to route incoming correspondence and documents addressed to or requiring attention by officials in the Immediate Office of the Secretary.

Administrative Regulations and Secretary's Memoranda. The authorization given under the heading "Signature," above, includes authorization to the Director, Departmental Administration, to sign amendments to the Administrative Regulations.

Secretary's numbered Memoranda and Secretary's Memoranda to Heads of Department Agencies are to be cleared with the Director, Departmental Administration.

The Director, Departmental Administration, will be responsible for seeing that the Memoranda series and the Administrative Regulations are kept current and in good order. Questions regarding them can be discussed with his office. In general, all material of general applicability that is relatively permanent in character should be incorporated in the Administrative Regulations. Whenever possible, such material should be issued as an amendment to the Regulations in the first instance, rather than as a Secretary's Memorandum for inclusion in the Regulations at a later date. This will save expense and will make it easier to keep the Regulations up to date at all times.


Acting Secretary

The following titles should be used:

Assistant Secretary	J. Earl Coke
Director, Commodity Marketing and Adjustment	John H. Davis
Director, Agricultural Credit Services	R. E. Short
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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 11 1954

MEMORANDUM NO. 1323
Supplement 2

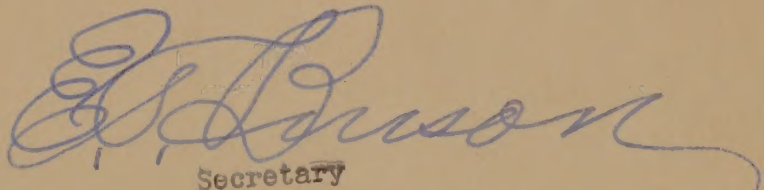
Routing of Correspondence, Memoranda, or Documents to
the Office of the Secretary

In our determination to give continuous and vigorous attention to the matter of handling correspondence in the Office of the Secretary, the following instructions are needed to improve our operations.

Memoranda originating in the agencies of the Department should generally be addressed to the appropriate Assistant Secretary or Group Director. However, in those cases where unusual or specific circumstances require that the matter be called to the Secretary's attention, memoranda should be prepared for routing through the appropriate Assistant Secretary or Group Director. They should be addressed as follows:

To: Secretary of Agriculture
Through: (appropriate Assistant Secretary or Group
Director)

Correspondence, memoranda, or documents originating in the agencies (whether hand carried or sent by mail) addressed to or requiring the signature of the Secretary, Under Secretary, Assistant Secretaries, Director of Agricultural Credit Services, or Assistants to any of the above, should be delivered to Mr. Ernest C. Betts, Jr., Assistant to the Secretary, Room 212 Administration Building. Mr. Betts will review the correspondence, memoranda and documents for consistency to established policies, appropriateness of outgoing material, adequate clearances, and determine in each case which official will sign.


Secretary

December 11, 1933

MEMORANDUM NO. 1323, Supplement I
Correspondence and Documents for Signature
in the Office of the Secretary

The purpose of this instruction is to review the procedure to expedite the signature and dispatch of secretarial correspondence through making it flexible as to who signs outgoing correspondence or documents.

To avoid unnecessary handling and reviewing, it is desirable that correspondence and documents prepared in a series of the Department for signature in the Office of the Secretary be written so that any appropriate official may sign. For example, the use of phrases such as "your letter to me", "the Secretary" or "my previous letter", should be avoided in most instances. The words "I" and "me" should be used only when they may refer properly to any person signing the letter. Otherwise "we" or "us" should be used.

The title of the signing official should be omitted on all correspondence and documents prepared for signature in the Office of the Secretary. The appropriate title will be inserted after signature. In the case of letters, the closing "Sincerely yours" will be typed as heretofore.

This supplement replaces the paragraph headed Signature in Memorandum No. 1323 issued February 21, 1933.

Ernest B. Bates, Jr., Assistant to the Secretary, is responsible for central coordination and review of secretarial correspondence and documents. Questions pertaining to this instruction or on other matters concerning the preparation and handling of secretarial correspondence should be referred to Mr. Bates, who is located in Room 505-B Administration Building, Extension 5714.



Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 11 1954

MEMORANDUM NO. 1323
Supplement 2

Routing of Correspondence, Memoranda, or Documents to
the Office of the Secretary

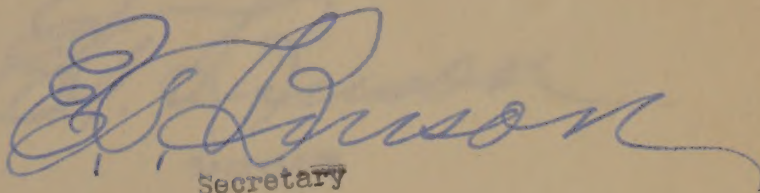
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To: Secretary of Agriculture

Through: (appropriate Assistant Secretary or Group
Director)

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Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



MEMORANDUM NO. 1323
Supplement 2

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Ernest C. Betts, Jr., Assistant to the Secretary, Room 212,
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determine in each case which official will sign.

[Handwritten signature]
Ernest C. Betts, Jr.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 14 1954

Memorandum No. ^{1323-S 3}
~~1323~~

Concurrences on Presidential Documents

A recent White House communication (reproduced on reverse of this memorandum) directs that whenever documents are submitted to the President for signature or approval, the file accompanying such documents should include the concurrences in writing of the heads of such Departments or agencies as may be appropriate.

Accordingly, documents for the President's signature or approval, prepared in the agencies of this Department, should either include space on the carbons for necessary concurrences as requested by the President or letters requesting necessary concurrences from other Departments and agencies in addition to the transmittal letter to the President for signature by the Secretary, Under Secretary or Acting Secretary. If letters to other Departments and agencies are used to obtain such clearances, they should be prepared for signature in the Secretary's Office in accordance with Memorandum 1323 and Supplements 1 and 2. The document in these cases will be held in the Secretary's Office pending the receipt of the concurrences from the other Departments.

This instruction does not contemplate any changes in present procedures in handling reports on proposed legislation, enrolled bills or executive orders. These documents are submitted to the President through the Bureau of the Budget, which has the coordinating responsibilities for clearances of such documents with appropriate Departments and agencies prior to their submission to the President.

Questions on this instruction may be taken up with Mr. Ernest C. Betts, Jr., Extension 5744.

Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



August 1914

Memorandum No. 1234
1914-2-3

Comments on Presidential Documents

A recent White House communication (reproduced on reverse of this memorandum) directs that whenever documents are submitted to the President for signature or approval, the White House should include the comments in writing of the heads of such departments or agencies as may be appropriate.

Accordingly, documents for the President's signature or approval, prepared in the agencies of this Department, should also include space on the carbon for necessary comments as requested by the President or letters transmitted necessary comments from other departments and agencies in addition to the transmitted letter to the President for signature by the Secretary, Under Secretary or Acting Secretary. If letters to other departments and agencies are used to obtain such clearance, they should be prepared for signature in the Secretary's Office in accordance with Memorandum 1234 and Supplement 1 and 2. The document in these cases will be held in the Secretary's Office pending the receipt of the comments from the other departments.

This instruction does not contemplate any changes in present procedure in handling reports on proposed legislation, entitled bills or executive orders. These documents are submitted to the President through the Bureau of the Budget, which has the coordinating responsibility for clearance of such documents with appropriate departments and agencies prior to their submission to the President.

Questions on this instruction may be taken up with Mr. Ernest C. Davis, Jr., Extension 244.

Ernest C. Davis, Jr.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

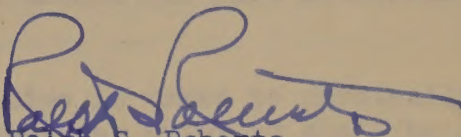
November 30, 1954

Memorandum No. 1323 S-4

Secretary's Memoranda and Administrative Regulations

The responsibility for review and clearance of Numbered Memoranda, Secretary's (unnumbered) Memoranda to Heads of Department Agencies, and amendments to the Administrative Regulations for signature by personnel in the Office of the Secretary is assigned to Mr. Ernest C. Betts, Jr., Assistant to the Secretary, Room 212-A.

The maintenance, processing, stocking, and indexing of these documents will continue to be the responsibility of the Secretary's Records Section.


Ralph E. Roberts
Administrative Assistant Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Memorandum No. 1253-2-4

Secretary's Memoranda and Administrative Regulation

The responsibility for review and clearance of proposed Memoranda, Secretary's (unnumbered) Memoranda to Heads of Department Agencies, and amendments to the Administrative Regulation for clearance by personnel in the Office of the Secretary is assigned to Mr. Ernest C. Harte, Jr., Assistant to the Secretary, Room 312-A.

The maintenance, processing, checking, and indexing of these documents will continue to be the responsibility of the Secretary's Records Section.

[Signature]
Ernest C. Harte, Jr.
Assistant Secretary

1-10-53
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UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington 25, D. C.

January 18 1955

MEMORANDUM NO. 1323, SUPPLEMENT 5

Expediting Secretarial Correspondence

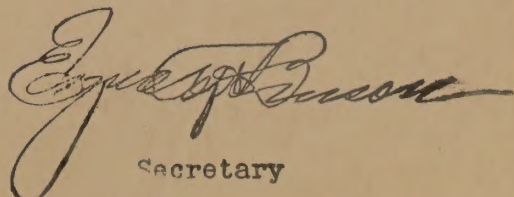
The need for more prompt handling of correspondence within the Department has been stressed from time to time. There has been recently some significant improvement by a few agencies. However, despite continued and persistent efforts made to further reduce the time required to reply to incoming correspondence, a recent review of the statistics on jacketed correspondence reveals that replies on the average require 12 working days to be prepared, cleared and dispatched. This "time lag" must be reduced.

A large portion of the 12 days is consumed "in transit" between mail rooms and offices. This period of transmission must be kept to an absolute minimum. Therefore, the following measures are to be taken:

- a. Each employee having any responsibility for handling Secretary's correspondence shall handle his part as expeditiously as possible.
- b. In an effort to reduce the time it takes to physically clear such correspondence for signature, priority shall be given to Secretary's correspondence.

Present regulations require that in those cases where complete replies cannot be prepared and dispatched within three days, an acknowledgment shall be sent stating that a complete reply will be forthcoming. This technique has not been used as often in the past as review indicates it should have been. Those inquiries that can be reasonably justified as requiring some time to prepare the reply should be acknowledged immediately. Care should be exercised, however, that acknowledgments do not become the standard routine and thus increase the total workload of the Department. Acknowledgments do not lessen the need for prompt complete replies.

Mr. Ernest C. Betts, Jr. of the Office of the Secretary has been assigned the responsibility for a continuous review of the progress made by the various agencies in this matter and has been asked to report periodically on it.


Secretary

COMMUNICATIONS 1

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington 25, D. C.

January 19 1933

MEMORANDUM NO. 1323, SUPPLEMENT 2

Expediting Secretarial Correspondence

The need for more prompt handling of correspondence within the Department has been stressed from time to time. There has been recently some slight improvement by a few secretaries. However, despite continued and persistent efforts made to further reduce the time required to reply to incoming correspondence, a recent review of the statistics on checked correspondence reveals that replies on the average require 12 working days to be prepared, cleaned and dispatched. This "time lag" must be reduced.

A large portion of the 12 days is consumed "in transit" between mail rooms and offices. This period of transmission must be kept to an absolute minimum. Therefore, the following measures are to be taken:

- a. Each employee having any responsibility for handling Secretary's correspondence shall handle his part as expeditiously as possible.
- b. In an effort to reduce the time it takes to typographically clean such correspondence for signature, priority shall be given to Secretary's correspondence.

Present requirements require that in those cases where complete replies cannot be prepared and dispatched within three days, an acknowledgment shall be sent stating that a complete reply will be forthcoming. This technique has not been used as often in the past as review indicates it should have been. Those inquiries that can be reasonably handled as requiring some time to prepare the reply should be acknowledged immediately. Care should be exercised, however, that acknowledgments do not become a standard routine and thus increase the total workload of the Department. Acknowledgments do not lessen the need for prompt complete replies.

Mr. Ernest C. Pettigrew, of the Office of the Secretary, has been assigned the responsibility for a continuous review of the progress made by the various agencies in this matter and has been asked to report periodically on it.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

April 1 1955

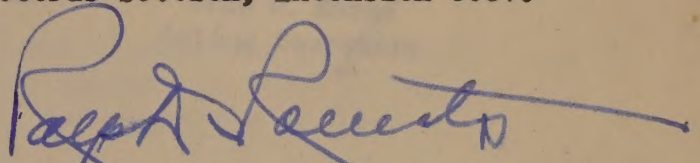
MEMORANDUM NO. 1323, SUPPLEMENT 6

File Copies on Pink and Green Jackets

In order to provide a more efficient flow of jacketed mail through the Secretary's Office and the Secretary's Records Section it has become necessary to limit the number of file copies which will be processed through these offices. Therefore, effective immediately, agencies will limit the number of agency file copies to two in number. This is exclusive of the salmon and white copies required by the Secretary's Records Section. Any additional file copies should be held in the preparing agencies. The conformed copies will be returned as promptly as possible after signature.

It is recognized that this new procedure will create certain problems, particularly in the larger organizations. However, agencies are urged to examine their procedures with a view to eliminating any unnecessary copies being prepared.

Any questions with reference to this memorandum should be directed to the Chief of the Secretary's Records Section, Extension 3337.


Ralph S. Roberts
Administrative Assistant Secretary

MEMORANDUM NO. 1323, 8-7

Presidential Messages

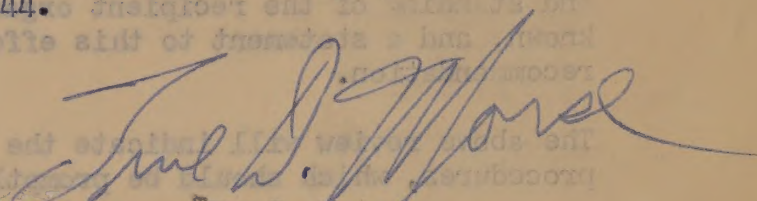
July 31, 1956

to non-Governmental Organizations
to non-Governmental organizations and individuals.

There is reproduced on the reverse of this memorandum, instructions from Sherman Adams, Assistant to the President, for preparation of Presidential messages.

Whenever messages are prepared for signature by the President (either those requested by the White House or initiated within the Department) a separate transmittal letter should be prepared for signature in the Office of the Secretary. This letter should be addressed to the Assistant to the President and include such data as deadlines, to whom the message should be delivered if different from the addressee of the message, and background information such as the nature and standing of the recipient organization or individual, and the reason for the message.

Questions concerning this instruction may be discussed with Mr. Ernest C. Betts, Jr., Extension 5744.


True D. Morse
Acting Secretary

THE WHITE HOUSE

Washington

June 13, 1956

MEMORANDUM FOR

THE HEADS OF ALL EXECUTIVE
DEPARTMENTS AND AGENCIES

It is requested that each Department and Agency review its procedures for preparing and recommending to the White House any messages proposed for the President to send to nongovernmental organizations or individuals. This includes requests referred by the White House for recommendation.

Since it is the responsibility of the Department or Agency to determine the advisability of a Presidential message, the nature and standing of the recipient organization or individual should be known, and a statement to this effect should be noted with the recommendation.

The above review will indicate the need for changes in present procedures, which should be promptly adopted.

S/ Sherman Adams



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 20, 1957

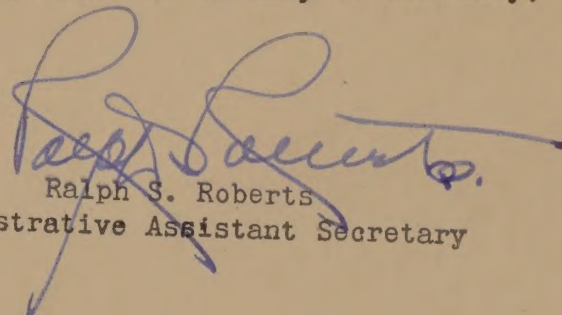
MEMORANDUM NO. 1323, SUPPLEMENT 8

Acknowledging Letters Under Pink Jacket

Effective immediately, agencies are authorized to sign certain acknowledgments to letters being answered under pink jacket. This procedure will apply as follows:

1. When a field installation must be contacted before preparation of a reply to a pink jacketed letter, a prompt acknowledgment should be prepared and signed in the agency concerned. This procedure applies only in cases when the agency must await information from the field. A single white copy of such an acknowledgment should be sent immediately to the Secretary's Records Section.
2. If any interim information can be supplied other than acknowledging receipt of the letter, an interim reply should be prepared promptly for signature in the Office of the Secretary.
3. In obtaining the information from the field, all practical steps should be taken to expedite the final reply. This reply should be for signature in the Office of the Secretary.

Any questions on this procedure may be referred to Mary T. Mackesey, Extension 5744.


Ralph S. Roberts
Administrative Assistant Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



May 20, 1951

MEMORANDUM NO. 1323, SUPPLEMENT 8

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Any questions on this procedure may be referred to Mary T. Mackesay, Extension 5744.

[Signature]
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 28, 1957

MEMORANDUM NO. 1323, SUPPLEMENT 9

Standards of Quality and Performance
in the Handling of Secretarial Correspondence

Recent study of the Department's correspondence procedures and practices has indicated several measures which should help to improve the handling of Secretarial correspondence. The study included an extensive review to test acceptability, in terms of content, language, format, and neatness. It included also analysis of clearances.

ACCEPTABILITY

1. Repetitive Types of Correspondence. It is suggested, in answering repetitive types of correspondence, that greater use be made of guide letters and pattern paragraphs approved by Department and agency officials. This would reduce the number of rewritten letters, conserve stenographic time, and eliminate unnecessary reviews. Letters rewritten at least once were a significant proportion of the total reviewed.
2. Correspondence Workshops. The Office of Administrative Management, which is responsible for coordinating correspondence management within the Department, is conducting "Plain Letters" workshops. It is suggested that each agency and staff office arrange for participation in such workshops. Effectiveness of this training effort is contingent, to an important extent, upon the attendance and support of ranking agency officials. The sampling made of Secretarial letters disclosed numerous sentences of more than 30 words, and many paragraphs of more than 12 lines. These observations, among others, suggest that those who originate correspondence and those who review should share a joint understanding of desirable practice.
3. Stenographic Training. Turnover in stenographic help is a contributing factor to the problems encountered in correspondence management. It is suggested that training programs, based upon the Department's Correspondence Manual, be provided for secretaries, stenographers, and typists.

October 12, 1933

MEMORANDUM NO. 1323, SUPPLEMENT

Standards of Quality and Performance
in the Handling of Secretarial Correspondence

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ACCOUNTABILITY

1. Respective Types of Correspondence. It is suggested, in answering repetitive types of correspondence, that greater use be made of guide letters and pattern paragraphs approved by Department and agency officials. This would reduce the number of rewritten letters, conserve stenographic time, and eliminate unnecessary reviews. Letters rewritten at least once were a significant portion of the total reviewed.
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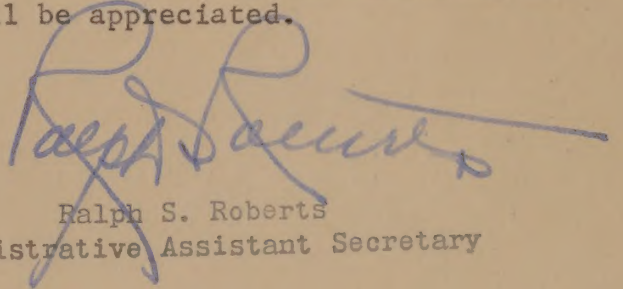
4. Seven-day Standard. The survey established that for most types of correspondence there is a time lag of more than one week between the receipt of an incoming letter and its reply. Effective immediately, the standard for answering incoming letters will be seven calendar days. It should be recognized that this standard represents the objective for mailing the reply; it should not be interpreted as the time allowed for preparation in the originating agency, or points of clearance. In adopting this standard it is requested that emphasis be placed on preparation of final replies to incoming letters rather than acknowledgments. A letter of acknowledgment will be appropriate when the standard cannot be met.

It is recognized, of course, that there will be many letters requiring replies in less than seven days. Sometimes circumstances will require that a reply be sent the same day the letter is received. Those preparing and reviewing correspondence must be alert to deadlines and other factors which make special handling necessary.

CLEARANCES

5. Multiple Reviews Cause Delay. It has been the practice in some agencies to refer letters for preparation of replies to the organizational unit having direct responsibility for the subject-matter. In many instances, this is the section, branch or divisional level, and requires review of the ~~answering letter~~ ^{reply} at each succeeding organizational level. It is urged that Secretarial letters be answered at the highest level practicable, thus keeping to a minimum the number of reviews. Multiple reviews inescapably cause delay in responding to letters in a reasonable time.

Your cooperation in making a concerted effort to speed up the answering and handling of Secretarial correspondence will be appreciated.


Ralph S. Roberts
Administrative Assistant Secretary

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5. Multiple Review Cause Delay. It has been the practice in some agencies to refer letters for preparation of replies to the original and having direct responsibility for the subject-matter. In many instances, this is the position, branch or division level, and requires review of the originating letters at each succeeding organizational level. It is urged that Secretarial letters be answered at the highest level practicable, thus keeping to a minimum the number of reviews. Multiple reviews frequently cause delay in responding to letters in a reasonable time.

Your cooperation in making a concerted effort to speed up the answering and handling of Secretarial correspondence will be appreciated.

Administrative Assistant, Secretary

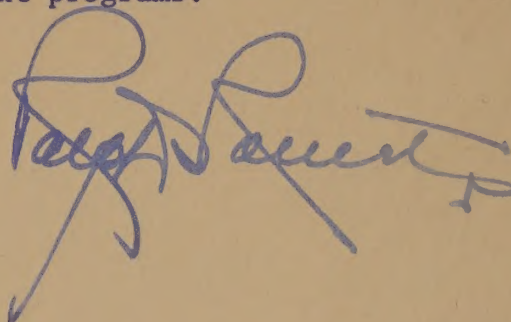
March 10, 1958

MEMORANDUM NO. 1323, SUPPLEMENT 10

Central Coordination and review of Secretarial Correspondence and Documents

Mr. A. Sydney Skoglund has been appointed as Administrative Assistant in the Office of the Secretary with responsibilities for the central coordination and review of Secretarial correspondence and documents. He will be responsible for the review of correspondence, memoranda, and documents for consistency with established policy, appropriateness of outgoing material, adequate clearances, and the determination as to who should sign. Mr. Skoglund will be located in room 224-E Administration Building, telephone extension 5744.

Mr. Skoglund joined the Department in 1933 and worked on forest disease control programs with the Bureau of Plant Industry and later the Bureau of Entomology and Plant Quarantine at Spokane, Washington. In 1952 he transferred to Washington with this activity. In 1954 he joined the Agricultural Marketing Service where he has directed the forms, procedures, reports, and related management programs.

A handwritten signature in blue ink, appearing to read "Reginald S. Smith", with a long, sweeping underline.

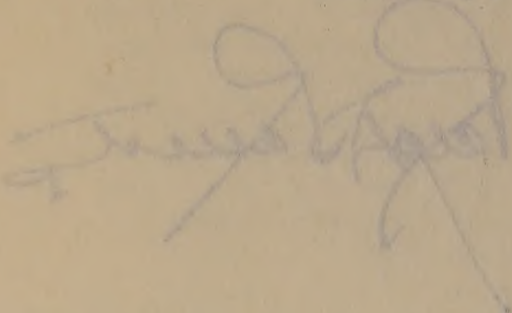
March 10, 1952

MEMORANDUM NO. 1323, SUPPLEMENT

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

May 15, 1959

MEMORANDUM NO. 1323, SUPPLEMENT //

Congressional Correspondence

PURPOSE. As a result of our continuing review of correspondence practices in the Department, the additional guides set forth herein have been developed for handling correspondence from Members of Congress.

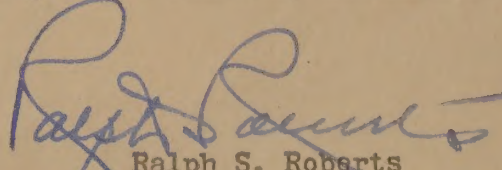
GENERAL POLICY. Correspondence from Members of Congress, whether addressed to the Secretary or to other officials in the Department, should receive priority consideration. Congressional correspondence and replies thereto are usually of a privileged character and for that reason should be treated with propriety.

A reply to a letter from a Member of Congress is usually meant for the Member, and as a general rule copies should not be furnished to other Members or the public without the permission of the correspondent. It would be proper, of course, to furnish the same information in a separate letter to the second correspondent.

If a Member of Congress makes public a letter to the Secretary, it may then be desirable to make the reply public information. When a letter from a constituent is referred to the Department by a Member of Congress and a similar letter has been written directly to the Secretary, a copy of the reply to the constituent may be furnished when replying to the Congressman.

Should there be any question about the release of copies of replies to Congressional correspondence (other than legislative reports) they should be directed to the Correspondence Review Officer, Office of the Secretary, Extension 5744.

LEGISLATIVE REPORTS. These reports are letters commenting on proposed legislation and are usually addressed to the Congress. Release of copies of legislative reports is not authorized except when such reports have been made available to the public or when appropriate arrangements have been made with the Congressional committee or other addressee. In case of doubt as to release of copies, the matter should be discussed with the Division of Legislative Reporting of the Office of Budget and Finance, Extension 4654.


Ralph S. Roberts
Administrative Assistant Secretary

COMMUNICATIONS /

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington 25, D. C.

May 12, 1933

MEMORANDUM NO. 1323, SUPPLEMENT 11

Congressional Correspondence

PURPOSE. As a result of our continuing review of correspondence practices in the Department, the additional guides set forth herein have been developed for handling correspondence from Members of Congress.

GENERAL POLICY. Correspondence from Members of Congress, whether addressed to the Secretary or to other officials in the Department, should receive priority consideration. Congressional correspondence and replies thereto are usually of a privileged character and for that reason should be treated with propriety.

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Ralph S. Roberts

Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

March 24, 1953

No. 1324

MEMORANDUM ~~TO HEADS OF DEPARTMENT AGENCIES~~

Subject: Determination of Departmental Policy on Legislative Proposals

To facilitate policy review of legislative proposals upon which the Department is requested to report, and to avoid unnecessary work in the preparation of formal, detailed reports on matters regarding which departmental policy has not been determined during the current Congress, the following procedure should be followed:

When a request for a legislative report is received in the Department, it will usually be summarized by the Legislative Reporting Staff, Office of Budget and Finance, and referred to an agency for study. After appropriate consideration of the legislative proposal, but prior to preparation of a formal report, the agency should submit to its group director in the Secretary's Office (through the Legislative Reporting Staff) eight copies of an outline of the policy issues which should be considered and a brief summary recommendation on the position the Department should take in the preparation of a report to the Budget Bureau or the Congress. Where appropriate, the recommendation should be accompanied by an indication of the advantages and disadvantages of alternative recommendations.

After the Department's policy on the legislative proposal has been determined, the information will be conveyed to the agency as guidance in the drafting of a proposed legislative report. The correspondence will then be handled in accordance with title 6, chapter 7, of the Administrative Regulations.

If the Department has already submitted a report on a substantially identical bill during the current Congress, an advance recommendation will not be necessary, and the agency should prepare a draft of the report itself. In such a case, however, the previous bill reference should be cited in a covering note. Likewise, in cases where no policy questions are involved in a legislative report (such as in the case of most private relief bills), the Legislative Reporting Staff will not request the preparation of an advance recommendation.

Questions regarding this procedure should be referred to the Legislative Reporting Staff, Office of Budget and Finance, extension 4654.

R. D. Aylen

Director, Departmental Administration

March 24, 1953

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington 25, D. C.

March 24, 1953

MEMORANDUM FOR THE SECRETARY

Determination of Departmental Policy on Legislative Proposals

To facilitate policy review of legislative proposals upon which the Department is requested to report, and to avoid unnecessary work in the preparation of formal, detailed reports on matters regarding which departmental policy has not been determined during the current Congress, the following procedure should be followed:

When a request for a legislative report is received in the Department, it will usually be summarized by the Legislative Reporting Staff, Office of Budget and Finance, and referred to an agency for study. After appropriate consideration of the legislative proposal, but prior to preparation of a formal report, the agency should submit to the group director in the Secretary's Office (through the Legislative Reporting Staff) eight copies of an outline of the policy issues which should be considered and a brief summary recommendation on the position the Department should take in the preparation of a report to the Budget Bureau or the Congress. Where appropriate, the recommendation should be accompanied by an indication of the advantages and disadvantages of alternative recommendations.

After the Department's policy on the legislative proposal has been determined, the information will be conveyed to the agency as guidance in the drafting of a proposed legislative report. The correspondence will then be handled in accordance with title 5, chapter 7, of the Administrative Regulations.

If the Department has already submitted a report on a substantially identical bill during the current Congress, an advance recommendation will not be necessary, and the agency should prepare a draft of the report itself. In such a case, however, the previous bill reference should be cited in a covering note. Likewise, in cases where no policy questions are involved in a legislative report (such as in the case of most private relief bills), the Legislative Reporting Staff will not request the preparation of an advance recommendation.

Questions regarding this procedure should be referred to the Legislative Reporting Staff, Office of Budget and Finance, extension 1681.

W. L. Graham

Director, Departmental Administration



HEADS OF AGENCIES

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

JAN 20 1954

MEMORANDUM NO. 1324, REVISION ~~NO.~~ 1Determination of Departmental Policy on Legislative Proposals

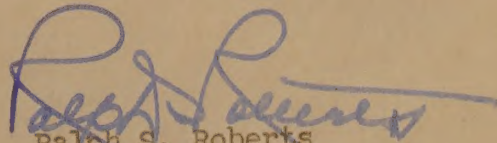
To facilitate policy review of legislative proposals upon which the Department is requested to report, the following procedure should be followed:

When a request for a legislative report is received in the Department, it will usually be referred to an agency for study. After appropriate consideration of the legislative proposal, but before forwarding a formal report, the agency should submit to its group director in the Secretary's Office (through the Legislative Reporting Staff, Office of Budget and Finance) ten copies of a synopsis of the legislative proposal and a brief summary recommendation of the position the Department should take in the preparation of a report to the Budget Bureau or the Congress. Form BF-72, Rev. 1-54, should be used for this purpose. Where appropriate, the recommendation should summarize the policy issues which should be considered and indicate the advantages and disadvantages of alternative recommendations.

While the policy recommendation on the legislative proposal is being reviewed in the Secretary's Office, the agency should draft a proposed legislative report in accordance with title 6, chapter 7, of the Administrative Regulations. Except in unusual cases, preparation of the report will have been completed in the agency while the policy recommendation is being reviewed. (A recent analysis indicates that an average of $1\frac{1}{2}$ weeks in each case can be saved through following this procedure, and that little if any additional work will be involved.) As soon as the Department's policy on the legislative proposal has been determined, the information will be conveyed to the agency. After assuring that its draft report on the proposed legislation is in accordance with the Department's policy determination, the agency should submit the report immediately to the Legislative Reporting Staff for handling in accordance with the Administrative Regulations.

If the Department has already submitted a report on a substantially identical bill during the current Congress, an advance recommendation will not be necessary, and the agency should prepare and submit promptly a draft of the report. In such a case, however, the previous bill reference should be cited in a covering note. Likewise, in cases where no policy questions are involved in a legislative report (such as in the case of most private relief bills), an advance recommendation need not be prepared.

Questions regarding this procedure should be referred to the Legislative Reporting Staff, Office of Budget and Finance, extension 4654.


Ralph S. Roberts
Administrative Assistant Secretary



DEPARTMENT OF AGRICULTURE

JAN 20 1954

WASHINGTON 25, D. C.

MEMORANDUM NO. 1321, REVISION NO. 1

Determination of Departmental Policy on Legislative Proposals

To facilitate policy review of legislative proposals upon which the Department is requested to report, the following procedure should be followed:

When a request for a legislative report is received in the Department, it will usually be referred to an agency for study. After appropriate consideration of the legislative proposal, but before forwarding a formal report, the agency should submit to its group director in the Secretary's Office (through the Legislative Reporting Staff, Office of Budget and Finance) ten copies of a synopsis of the legislative proposal and a brief summary recommendation of the position the Department should take in the preparation of a report to the Budget Bureau or the Congress. Form BR-72, Rev. 1-52, should be used for this purpose. Where appropriate, the recommendation should summarize the policy issues which should be considered and indicate the advantages and disadvantages of alternative recommendations.

While the policy recommendation on the legislative proposal is being reviewed in the Secretary's Office, the agency should draft a proposed legislative report in accordance with title 6, chapter 7, of the Administrative Regulations. Except in unusual cases, preparation of the report will have been completed in the agency while the policy recommendation is being reviewed. (A recent analysis indicates that an average of 12 weeks in each case can be saved through following this procedure, and that little if any additional work will be involved.) As soon as the Department's policy on the legislative proposal has been determined, the information will be conveyed to the agency. After assuring that its draft report on the proposed legislation is in accordance with the Department's policy determination, the agency should submit the report immediately to the Legislative Reporting Staff for handling in accordance with the Administrative Regulations.

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Questions regarding this procedure should be referred to the Legislative Reporting Staff, Office of Budget and Finance, extension 1651.

Richard E. Roberts
Administrative Assistant Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

December 13 1955

MEMORANDUM NO. 1324, REVISION 2

Determination of Departmental Policy on Legislative Proposals

To facilitate policy review of legislative proposals upon which the Department is to report, the following procedure should be followed:

When a request for a legislative report is received in the Department, it will usually be referred to an agency for study. In other cases an agency may initiate proposed legislation or a voluntary report on a bill. After appropriate consideration of the legislative proposal under either of these circumstances, but before forwarding a formal report, the agency should submit to its group director in the Secretary's Office (through the Legislative Reporting Staff, Office of Budget and Finance) 11 copies of a synopsis of the legislative proposal and a brief summary recommendation of the position the Department should take in the preparation of a report to the Budget Bureau or the Congress. Form BF-72, Rev. 12-54, should be used for this purpose. Except in unusual cases, the synopsis and recommendation should be limited to the space provided in that form. Where appropriate, the recommendation should summarize the policy issues which should be considered and indicate the advantages and disadvantages of alternative recommendations.

While the policy recommendation on the legislative proposal is being reviewed in the Secretary's Office, the agency should draft a proposed legislative report in accordance with title 6, chapter 7, of the Administrative Regulations. Except in unusual cases, preparation of the report should be completed in the agency while the policy recommendation is being reviewed. (Past experience indicates that on average $1\frac{1}{2}$ weeks in each case can be saved through following this procedure, and that only a small amount of additional work will be involved in rewriting such reports.) As soon as the Department's policy on the legislative proposal has been determined, the BF-72 forms will be returned to the agency with information as to the policy determination. After assuring that its draft report on the proposed legislation is in accord with this policy determination, the agency should submit the report immediately to the Legislative Reporting Staff for handling in accordance with the Administrative Regulations.

If the Department has already submitted a report on a substantially identical legislative proposal during the current Congress, an advance recommendation will not be necessary, and the agency should prepare and submit promptly a draft of the report. In such a case, however, the previous bill reference



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

December 12, 1935

MEMORANDUM NO. 1321, REVISION 2

Determination of Departmental Policy on Legislative Proposals

To facilitate policy review of legislative proposals upon which the Department is to report, the following procedure should be followed:

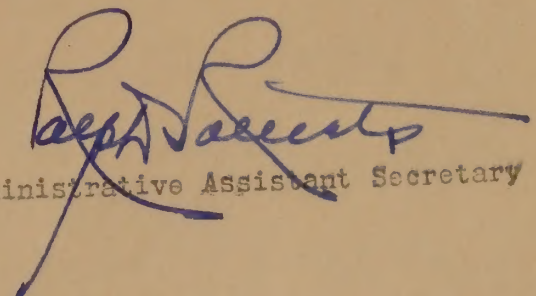
When a request for a legislative report is received in the Department, it will usually be referred to an agency for study. In other cases an agency may initiate proposed legislation or a voluntary report on a bill. After appropriate consideration of the legislative proposal under either of these circumstances, but before forwarding a formal report, the agency should submit to its group director in the Secretary's Office (through the Legislative Reporting Staff, Office of Budget and Finance) 11 copies of a synopsis of the legislative proposal and a brief summary recommendation of the position the Department should take in the preparation of a report to the Budget Bureau or the Congress. Form BE-72, Rev. 12-21, should be used for this purpose. Except in unusual cases, the synopsis and recommendation should be limited to the space provided in that form. Where appropriate, the recommendation should summarize the policy issues which should be considered and indicate the advantages and disadvantages of alternative recommendations.

While the policy recommendation on the legislative proposal is being reviewed in the Secretary's Office, the agency should draft a proposed legislative report in accordance with title 6, chapter 2, of the Administrative Regulations. Except in unusual cases, preparation of the report should be completed in the agency while the policy recommendation is being reviewed. (Last experience indicates that on average 15 weeks in each case can be saved through following this procedure, and that only a small amount of additional work will be involved in rewriting such reports.) As soon as the Department's policy on the legislative proposal has been determined, the BE-72 forms will be returned to the agency with information as to the policy determination. After assuring that its draft report on the proposed legislation is in accord with this policy determination, the agency should submit the report immediately to the Legislative Reporting Staff for handling in accordance with the Administrative Regulations.

If the Department has already submitted a report on a substantially identical legislative proposal during the current Congress, an advance recommendation will not be necessary, and the agency should prepare and submit promptly a draft of the report. In such a case, however, the previous bill reference

should be cited in a covering note, which should be signed by an appropriate official of the agency. Likewise, in cases where no policy questions are involved in a legislative report (such as in the case of most private relief bills), an advance recommendation need not be prepared.

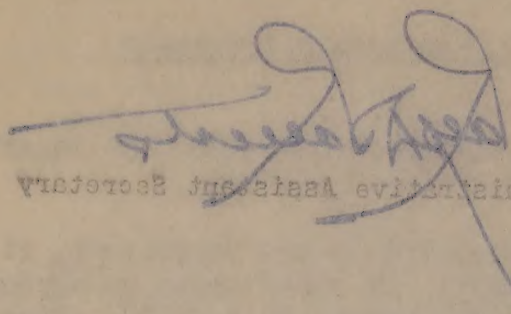
Questions regarding this procedure should be referred to the Legislative Reporting Staff, Office of Budget and Finance, extension 4654.



Administrative Assistant Secretary

should be cited in a covering note, which should be signed by an appropriate official of the agency. Likewise, in cases where no policy questions are involved in a legislative report (such as in the case of most private relief bills), an advance recommendation need not be prepared.

Questions regarding this procedure should be referred to the legislative reporting staff, Office of Budget and Finance, extension 4054.


Administrative Assistant Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

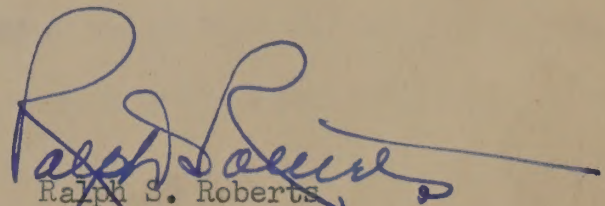
December 13 1955

To: The Secretary
The Under Secretary
Earl L. Butz
Ervin L. Peterson
James A. McConnell
K. L. Scott
Robert L. Farrington
Jack Z. Anderson
Milan D. Smith
Don Paarlberg

Attached is a copy of a memorandum to agency heads outlining current procedures for obtaining Departmental policy determinations on legislative proposals. The only revision of importance in this memorandum from the issuance a year ago is to make clear that the policy-determination procedure applies to proposed legislation being initiated by the Department, as well as bills initiated by others.

When the agency recommendation is received by the group director primarily concerned, he should indicate thereon his concurrence or disapproval. If he concurs in the recommendation, or if he concurs with minor changes, he should so indicate and distribute copies to the Under Secretary, the other group directors, and Messrs. Anderson, Smith, and Paarlberg. If he disapproves of the agency recommendation, he should discuss the matter with the agency concerned and obtain a reconsideration of the proposal before other members of the Secretary's staff are asked to review it. (If he wishes policy guidance before discussing the recommendation with the agency, he should bring up the matter in the Secretary's policy staff meeting.) After reviewing a policy recommendation, the members of the Secretary's staff will indicate on the document their attitude toward the group director's recommendation and return their copies to the Legislative Reporting Staff, Office of Budget and Finance.

If there is no difference of viewpoint among the Secretary's staff, the Legislative Reporting Staff will return the file to the initiating agency and arrange for processing a formal report on the legislative proposal. (In this connection a policy determination will consist of clearance by the group director primarily concerned, the Under Secretary, and a majority of the remaining members of the policy group, except that persons who are absent from their offices will not be counted for this purpose.) If there is a difference of opinion among the group directors or other staff members, the Legislative Reporting Staff will inform the initiating group director who will consult with those having a different opinion with a view to resolving the issue. In any case where that is not possible, the matter should be referred to the Under Secretary.



Ralph S. Roberts
Administrative Assistant Secretary

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington 25, D. C.

April 1, 1953

MEMORANDUM NO. 1325

Responsibilities for the Flood Prevention Program
and River Basin Investigations

The Secretary of Agriculture is authorized under the Flood Control Act of 1936, as amended and supplemented, to carry out a flood prevention program by making preliminary examinations and surveys and installing works of improvement on the watersheds of specified streams. Also, under the Flood Control and various other acts, the Department is engaged in general basin investigations and the preparation of reports thereon, including the agricultural phases of comprehensive interdepartmental plans for development and improvement of such basins. To more clearly fix responsibility for these programs, to simplify administration and to promote efficiency, it is hereby directed that:

1. In accordance with policies established by the Secretary, and under over-all guidance of the Assistant Secretary, the Soil Conservation Service shall have general responsibility for administration of the work of the Department authorized under the Flood Control Act of 1936 as amended and supplemented. The Service shall be responsible for the formulation and development of appropriate principles, standards, criteria, and rules and regulations for the conduct of the program, and for development of program plans and schedules for the making of preliminary examinations and surveys and for installation of works of improvement.

ORGANIZATION /

April 1, 1933

MEMORANDUM NO. 1222

Responsibilities for the Flood Prevention Program
and River Basin Investigations

The Secretary of Agriculture is authorized under the Flood Control Act of 1936, as amended and supplemented, to carry out a flood prevention program by making preliminary examinations and surveys and installing works of improvement on the watersheds of specified streams. Also, under the Flood Control and various other acts, the Department is engaged in general basin investigations and the preparation of reports thereon, including the agricultural phases of comprehensive interdepartmental plans for development and improvement of such basins. To more clearly fix responsibility for these programs, to simplify administration and to promote efficiency, it is hereby directed that:

1. In accordance with policies established by the Secretary, and under over-all guidance of the Assistant Secretary, the Soil Conservation Service shall have general responsibility for administration of the work of the Department authorized under the Flood Control Act of 1936 as amended and supplemented. The Service shall be responsible for the formulation and development of appropriate principles, standards, criteria, and rules and regulations for the conduct of the program, and for development of program plans and schedules for the making of preliminary examinations and surveys and for installation of works of improvement.

2. Similarly, the Soil Conservation Service shall have general responsibility for Department activities in connection with the river basin investigations and the preparation of reports thereon.

3. The Forest Service shall have responsibility, under such policies, principles, standards, criteria, and procedures as are or may be established, for the making of preliminary examinations and surveys, the installation of works of improvement in connection with flood control, and the collection of data, necessary to the preparation of comprehensive river basin reports, on:

- (a) All National Forests and other lands in the watershed or basin administered by the Forest Service.
- (b) Range areas adjacent to National Forests in the watershed or basin and used in conjunction with such forests.
- (c) Other forest lands within the watershed or basin.

The Forest Service shall continue to cooperate and enter into agreements with, and utilize the services of, State forestry agencies for these purposes when State and private forest lands within the watershed or region are affected.

In carrying out the responsibilities delegated herein, the Soil Conservation Service shall utilize the services of the Bureau of Agricultural Economics and other bureaus and agencies within or outside the Department where appropriate and desirable and where such arrangement will avoid the necessity for adding to the staff and functions of the Soil Conservation Service.

2. The Forest Service shall have responsibility, under such
policy, principles, standards, criteria, and procedures
as may be established, for the making of preliminary
examinations and surveys, the installation of works of improve-
ment in connection with flood control, and the collection of
data, necessary to the preparation of comprehensive river basin
reports, on:

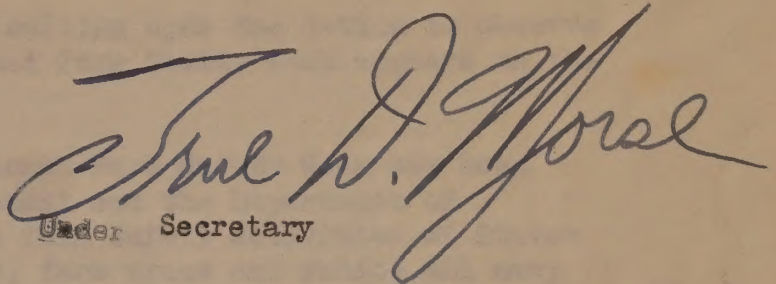
- (a) All National Forests and other lands in the United States owned or partly administered by the Forest Service.
- (b) Lands areas adjacent to National Forests in the watershed or basin and used in conjunction with such forests.
- (c) Other forest lands within the watershed or basin.

The Forest Service shall continue to cooperate and enter into agreements with, and utilize the services of, State forestry agencies for their purposes when State and private forest lands within the watershed or region are affected.

In carrying out the responsibilities assigned herein, the Soil Conservation Service shall utilize the services of the Bureau of Agricultural Economics and other bureaus and agencies within or outside the Department where appropriate and feasible and where such arrangement will avoid the necessity for adding to the staff and functions of the Soil Conservation Service.

The provisions of this Memorandum shall become effective April 1, 1953.

Except as modified by the provisions of this Memorandum, existing Secretary's Memoranda, the Administrative Regulations and other related documents, unless and until changed by the Secretary, shall continue in effect.


Under Secretary


Secretary

1953. The provisions of this Memorandum shall become effective

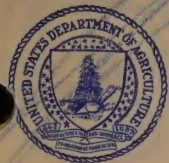
except as modified by the provisions of this Memorandum, existing Secre-

tary's Memoranda, the Administrative Regulations and other related documents,

unless and until changed by the Secretary, shall continue in effect.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



April 23, 1953.

MEMORANDUM NO. 1326

National Farm Safety Week
July 19-25, 1953

President Eisenhower's Proclamation calling upon the Nation to observe the week beginning July 19 as National Farm Safety Week appears on the other side of this Memorandum.

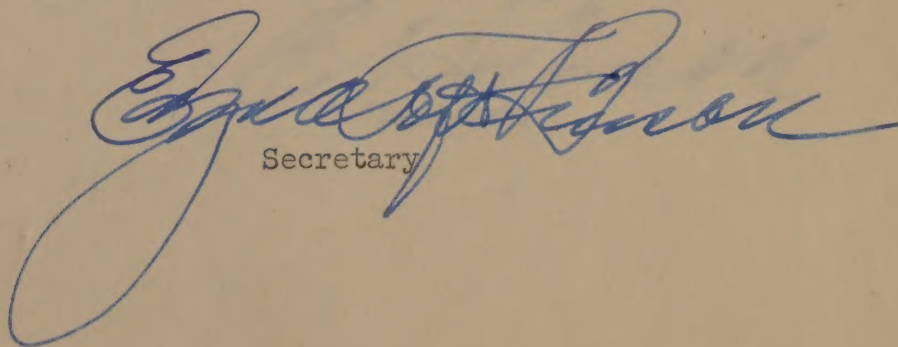
This is the tenth year in which National Farm Safety Week has been sponsored by the National Safety Council and the Department of Agriculture, in cooperation with the farm safety activities of States and counties, the farm organizations, farm press and radio, and many other groups interested in agriculture.

In 1951, the last year for which estimates are available, 14,500 farm people lost their lives as a result of accidents. This number, large as it is, represents a reduction of one-fifth from the estimated annual rate in 1941. The reduction in the rate of fatal accidents to farm people is in great measure due to the concerted efforts of organizations throughout the country which have helped to create safety consciousness among farm residents.

The Nation has made real progress in farm safety in the ten years since National Farm Safety Week was instituted, but we can do still more. While the farm accident rate has come down substantially, it has not come down enough. Experience has shown time and time again that when people give continuing attention to the task of eliminating or minimizing hazards, the accident rate falls.

In the next ten years we should be able to cut the present rate in half. Let's make that our goal. It can be done.

I am calling upon the Department to assist in every way possible to help improve the safety record for agriculture. I ask every Department agency to cooperate in promoting the National Farm Safety Week program. Although only one week is so designated, it provides an opportunity to call attention to the year-round problem of farm and home safety. Let's all do our part in this great program.


Secretary

PROCLAMATIONS

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. 1325
National Farm Safety Week
July 19-25, 1951

President Eisenhower's Proclamation calling upon the Nation to observe the week beginning July 19 as National Farm Safety Week appears on the other side of this memorandum.

This is the tenth year in which National Farm Safety Week has been sponsored by the National Farm Safety Council and the Department of Agriculture, in cooperation with the Farm Safety Division of States and counties, the Farm Organizations, Farm Press and Radio, and many other groups interested in agriculture.

In 1951, the last year for which estimates are available, 14,500 farm people lost their lives as a result of accidents. This number, large as it is, represents a reduction of 600,000 from the estimated annual loss in 1941. The reduction in the rate of fatal accidents to farm people in the past decade due to the concerted efforts of organized nations throughout the country which have helped to create safety consciousness among farm residents.

The Nation has made real progress in farm safety in the ten years since National Farm Safety Week was instituted, but we can do still more. While the farm accident rate has gone down substantially, it has not come down enough. Attention has been given and time again that when people give continuing attention to the task of eliminating or reducing hazards, the accident rate falls.

In the next ten years we should be able to cut the present rate in half. Let's make that our goal. It can be done.

I am calling upon the Department to assist in every way possible to help improve the safety record for agriculture. I ask every Department agency to cooperate in promoting the National Farm Safety Week program. Although only one week is so designated, it provides an opportunity to call attention to the year-round problem of farm and home safety. Let's all do our part in this great program.

Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

May 12, 1953

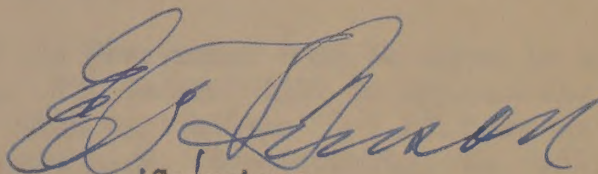
MEMORANDUM NO. 1327

Policy on Year-end Spending

Sound management and the pressing need for economy in Government dictate that every effort be made to assure that no funds available to carry out the programs and functions of the Department be spent unwisely. This is true always, but this principle is worthy of special attention as we approach the end of the fiscal year.

It has been the continuing policy of the Department to plan and execute its programs so as to prevent unwarranted year-end obligation of funds which would otherwise revert to the Treasury. It is recognized that essential purchases and increased employment may be required during the closing months of the year because of the seasonal nature of some of the Department's programs, or in connection with continuing appropriations where the closing of the fiscal year may have no particular significance in timing program operations. But in no instance is there justification for spending accumulated balances for the employment of personnel, for travel, for the purchase of supplies and equipment, or for any other purpose, unless these expenditures are necessary in the strictest sense for the prudent and effective discharge of our responsibilities to agriculture and the public generally. The same test of need should be applied for any proposed expenditure at or near the close of the fiscal year as at any other time during the year. The fact that any amount, large or small, will soon cease to be available should never be a factor in determining how or whether it shall be spent.

The policy of the Department with respect to the making of purchases at or near the close of the fiscal year is stated in Paragraph 386, Title 5 of the Administrative Regulations. Agencies are requested to review their procedures and take affirmative action to insure that purchases are made in strict compliance with this regulation. "June buying" must be avoided by limiting obligations to those needed for planned and reasonable program requirements in accordance with the above policy.


Secretary

June 4, 1953

MEMORANDUM NO. 1328

Financial Planning for Fiscal Year 1955

The normal budgetary process for review of financial needs in the fiscal year 1955 must begin immediately.

In approaching this important task, the Director of the Bureau of the Budget has stated that the results of the 1954 special budget review fall substantially short of the administration's budgetary objectives. In requesting that the results of that review be used to the maximum extent possible in preparation of the fiscal year 1955 budget estimates, Mr. Dodge stated in part as follows:

"To achieve the budgetary objectives, every possibility of further reductions in expenditures must be explored. Actual expenditures for 1954 have to be brought well below the levels contemplated in the revised budget, and projected expenditures for fiscal year 1955 will have to be reduced still more. The job has only begun - it is not done.

- - - - -

"Further substantial savings primarily will result from the continuous examination of existing programs and activities in terms of elimination, consolidation, and simplification. There are many areas in which immediate administrative action can be taken to accomplish changes resulting in reductions in expenditures where no change in existing legislation is necessary. There are others in which changes can and should be made to accomplish budgetary savings that will require changes in legislation. In the latter case, proposals for these changes in legislation should be submitted to the Bureau of the Budget as promptly as possible for appropriate clearance."

Accordingly, agency estimates for 1955 should be based on the same criteria followed in the program and budget review conducted in February 1953, as outlined in Secretary's Memorandum No. 1322, to the end that all unnecessary activities or functions are eliminated and the remaining programs are held to minimum levels.

The over-all financial burden of the Government must be borne in mind in developing the 1955 estimates. The Federal debt is approaching the statutory limit of \$275 billion, with indications that military and foreign aid requirements will remain high. Specifically, the following policies and criteria should be followed:

APPROPRIATIONS ✓

MEMORANDUM FOR THE SECRETARY

Financial Review for Fiscal Year 1958

The current financial review process for review of financial needs in the fiscal year 1958 must begin immediately.

In conducting this important task, the Director of the Bureau of the Budget has stated that the results of the 1957 special budget review will substantially affect the administration's budgetary objectives. It is requested that the results of that review be used to the maximum extent possible in preparation of the fiscal year 1958 budget estimates. Mr. Dodge stated in part as follows:

"To achieve the budgetary objectives, every possibility of further reductions in expenditures must be explored. Actual expenditures for 1957 have to be brought well below the levels contemplated in the revised budget, and projected expenditures for fiscal year 1958 will have to be reduced still more. The job has only begun - it is not done."

"Further substantial savings will result from the continuous examination of existing programs and activities in terms of elimination, consolidation, and simplification. There are many areas in which immediate administrative action can be taken to accomplish changes resulting in reductions in expenditures where no change in existing legislation is necessary. There are others in which changes can and should be made to accomplish budgetary savings that will require changes in legislation. In the latter case, proposals for these changes in legislation should be submitted to the Bureau of the Budget as promptly as possible for early legislative clearance."

Accordingly, agency estimates for 1958 should be based on the same criteria followed in the review and budget review conducted in February 1957, as outlined in Secretary's Memorandum No. 1382, to the effect that all unnecessary activities or functions are eliminated and the review and programs are kept to minimum levels.

The over-all financial burden of the Government must be borne in mind in developing the 1958 estimates. The Federal debt is approaching the statutory limit of \$275 billion, with additional debt authorized for borrowing and requirements will remain high. Specifically, the following policies and criteria should be followed:

1. Agencies should not propose new activities, however desirable, or the extension of existing ones, however successful, unless urgently required from the standpoint of the welfare of agriculture and the responsibilities of the Department to the public.
2. Reductions should be proposed wherever possible without endangering life or property or impairing essential public services.
3. The estimates should reflect savings arising out of improved management and more economical operating methods.
4. All construction work must be held to the absolute minimum, and any new projects contemplated in 1955 should be set forth separately in the estimates with a full explanation as to the need therefor.
5. The estimates should reflect any changes required by law or by pending legislation. Amounts estimated for such changes should be set forth specifically and in such a way as to be readily identified with the law or pending legislation concerned. Consideration should be given not only to legislation currently pending before Congress and likely to be enacted at this session, but also to proposals which the Department expects to recommend to the second session of the 83rd Congress, and which might be enacted into law and require changes in amounts needed during fiscal year 1955.

If further statements of policy for the 1955 estimates are issued by the Bureau of the Budget, consideration will be given thereto in Departmental determinations on the estimates.

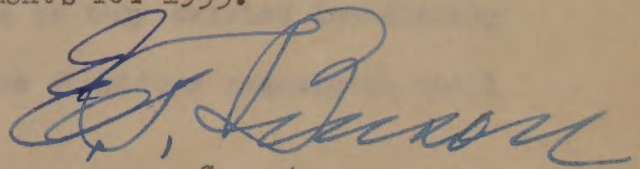
To assist me in considering agency estimates and in developing Department recommendations for submission to the Bureau of the Budget, I am designating the following to serve with the Department's Budget Officer, Ralph S. Roberts, as a committee on this important matter:

Assistant Secretary J. Earl Coke, Chairman

John H. Davis
Romeo E. Short

Richard D. Aplin
R. L. Farrington

In view of the importance of this matter, I am asking agency heads to give it their personal attention to the end that estimates submitted to the Department will reflect minimum requirements for 1955.


Secretary

1. Agencies should not propose new activities, however desirable, or the extension of existing ones, unless urgently required from the standpoint of the welfare of agriculture and the responsibility of the Department to the public.
2. Reductions should be proposed wherever possible without endangering life or property or impairing essential public services.
3. The estimates should reflect savings arising out of improved management and more economical operating methods.
4. All construction work must be held to the absolute minimum, and any new projects contemplated in 1955 should be set forth separately in the estimates with a full explanation as to the need therefor.
5. The estimates should reflect any changes required by law or by pending legislation. Amounts estimated for such changes should be set forth specifically and in such a way as to be readily identified with the law or pending legislation concerned. Consideration should be given not only to legislation currently pending before Congress and likely to be enacted at this session, but also to proposals which the Department expects to recommend to the second session of the 83rd Congress, and which might be enacted into law and require changes in amounts needed during fiscal year 1955.

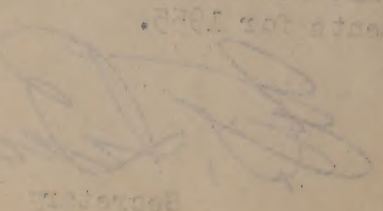
If further statements of policy for the 1955 estimates are issued by the Bureau of the Budget, consideration will be given thereto in Departmental instructions on the estimates.

To assist in the coordinating agency estimates and in developing Department recommendations for submission to the Bureau of the Budget, I am designating the following to serve with the Department's Budget Officer, Philip H. Roberts, as a committee on this important matter:

Assistant Secretary J. Mark Cook, Chairman

John H. Davis
James E. Short
Edward E. Sullivan
H. E. Harrington

In view of the importance of this matter, I am asking agency heads to give it their personal attention to the end that estimates submitted to the Department will reflect minimum requirements for 1955.



Secretary

June 4, 1953

~~SECRETARY'S~~ MEMORANDUM NO. 1329

Reconstitution of Department under Reorganization
Plan No. 2 of 1953.

Reorganization Plan No. 2, 1953, which went into effect at midnight, June 3, 1953, transfers to the Secretary of Agriculture all functions within this Department not now vested in the Secretary, with the exceptions therein stated. The Plan also provides for the establishment of two additional Assistant Secretaries of Agriculture, an Administrative Assistant Secretary, and authority to the Secretary to make provisions for the performance of his functions, including any functions transferred by the provisions of the Plan.

Pending nomination, confirmation and appointment of the additional officers named in the order, and determinations as to such delegations of functions as may from time to time be deemed requisite, it is necessary to provide for the immediate reconstitution of the Department.

Effective June 4, 1953, and until such time as any different dispositions may be ordered, I hereby reconstitute the Department as it existed immediately prior to the effective date of Reorganization Plan No. 2, 1953. Under this order there are hereby reassigned to all agencies, officers and employees, whose functions are transferred to me by Plan No. 2, those functions in accordance with the assignments as they existed immediately prior to the effective date of the Plan. The functions reassigned shall

be exercised, pursuant to such orders, instructions and delegations as existed immediately prior to the effective date of Reorganization Plan No. 2, which delegations, orders and instructions are hereby reissued, to remain effective until revoked or modified.

All actions by such agencies and officers taken prior to June 4, 1953, and still in force immediately prior to the effective date of Plan No. 2 shall be deemed to remain in force and effect unless and until revoked or modified by proper authority.

E. J. L. L. L.

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[Signature]



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 17, 1953

MEMORANDUM NO. 1330

Coordination of Mapping Programs

Effective July 1, 1953 the responsibility for coordination of all matters pertaining to the mapping programs of the Department of Agriculture will be vested in the Assistant Secretary In Charge of Research, Extension and Land Use. All memoranda and designations heretofor~~x~~ issued which are in conflict are hereby superseded.

Earl W. House
Acting Secretary

ORGANIZATION 1 (Secy.)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



June 14, 1933

MEMORANDUM NO. 1330

Coordination of Mapping Programs

Effective July 1, 1933 the responsibility for coordination of all matters pertaining to the mapping programs of the Department of Agriculture will be vested in the Assistant Secretary in Charge of Research, Extension and Land Use. All memoranda and designations heretofore issued which are in conflict are hereby superseded.

[Signature]
Assistant Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

July 21, 1953.

MEMORANDUM NO. 1331

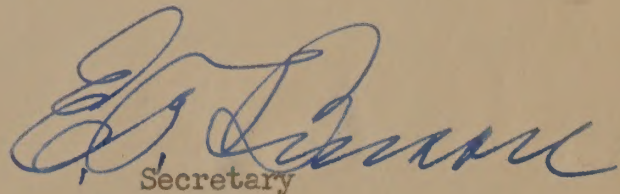
Designation of Security Officers, and Abolishment of
Department Loyalty Board

Pursuant to the provisions of Executive Order 10450, which establishes security requirements for Government employment, and authorities referred to therein, authority to suspend employees without pay when deemed necessary in the interest of the national security has been delegated to Mr. Daken K. Broadhead, Executive Assistant to the Secretary. In the absence of Mr. Broadhead, this authority has been delegated to Mr. Richard D. Aplin, Director, Departmental Administration.

Mr. Chalmers T. Forster, Office of Personnel, has been designated as Personnel Security Officer for the Department; and Mr. Ralph F. Koebel, Office of the Solicitor, as Legal Security Officer.

The Personnel Security Officer and the Legal Security Officer shall perform the functions prescribed for them in the regulations of the Department relating to the personnel security program. (Chapter 59, Title 8 AR)

Secretary's Memorandum No. 1191 and supplements 1 and 2, establishing the Department Loyalty Board and appointing members thereof are hereby revoked.


Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON



July 27, 1933

MEMORANDUM FOR THE SECRETARY

Organization of Security Officers, and Allocation of
Departmental Security Work

Reference is made to the report of the Executive Order 10,150, which
established security requirements for Government employees,
and authorized the Secretary to make such changes in the
organization of the Department as may be deemed necessary in the
interest of the national security. It has been suggested that
the Executive Order be amended to provide for the creation of a
position of Security Officer, to be appointed by the Secretary,
and that the Security Officer be authorized to make such changes
in the organization of the Department as may be deemed necessary
in the interest of the national security.

Mr. Chairman, I have the honor to acknowledge the receipt of
your letter of the 21st instant, and in reply to inform you that
the Department is currently studying the problem of the
organization of the Department in the interest of the national
security.

The Department Security Officer and the Legal Security Officer
will continue to function as before in the regular
course of the Department's business, and the Department
program, (Chapter 25, Title 5 A), will be continued.

Secretary's Memorandum No. 10,150 and amendments 1 and 2,
establishing the Departmental Security Work and allocating
security work are hereby revised.

[Handwritten signature]
Secretary

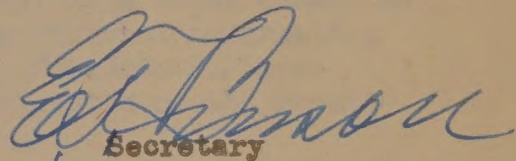
UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 8, 1953.

MEMORANDUM NO. 1331, SUPPLEMENT NO. 1

Designation of Security Officers

Pursuant to the provisions of Executive Order 10450, which establishes security requirements for government employment, and authorities referred to therein, authority to suspend employees without pay, when deemed necessary in the interest of national security, is hereby delegated to Mr. Lorenzo N. Hoopes, Executive Assistant to the Secretary. In the absence of Mr. Hoopes, this authority is hereby delegated to Mr. Ralph S. Roberts, Administrative Assistant Secretary.


Secretary



PERSONNEL 3-1

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

TRANSMISSION NO. 1334, TRANSMISSION NO. 1

Transmission of Messages

Transmit to the provisions of Executive Order 10450, which
establishes security requirements for government employees,
and agencies referred to therein, authority to require
employees without pay, when deemed necessary in the interests
of national security, is hereby delegated to the Secretary.
Hopes, Executive Order 10450, is hereby delegated to the Secretary
of the Secretary, this authority is hereby delegated to the Secretary.
of the Secretary, administrative Assistant Secretary.

Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

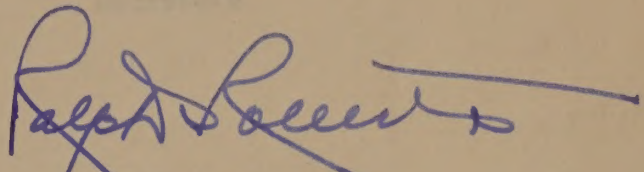
April 30 1954

MEMORANDUM NO. 1331, SUPPLEMENT NO. 2

Designation of Department Records Security Officer

Pursuant to the provisions of Executive Order 10501, the Administrative Regulations, and the Records Security Regulations of the Department issued March 23, 1954 which establish security requirements for safeguarding official information in the interests of the United States, Mr. John S. Lucas, Office of Plant and Operations, is designated as the Department Records Security Officer.

The Department Records Security Officer shall perform the functions prescribed for him in the Administrative and Records Security Regulations of the Department.


Administrative Assistant Secretary

J. S. Lucas. Pro.

SECURITY |

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



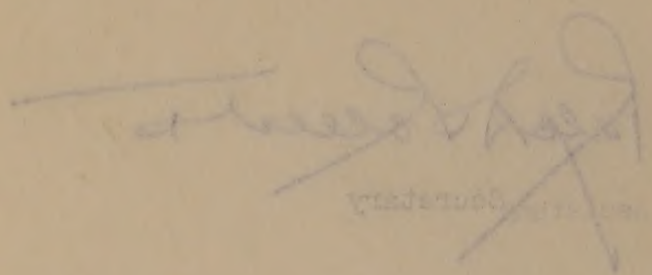
1911-1912

MEMORANDUM No. 1331, SUPPLEMENT No. 2

Department of Agriculture Security Officer

Pursuant to the provisions of Executive Order 10451, the
Administrative Committee, and the Records Security Regula-
tions of the Department issued March 23, 1952 which establish
security requirements for safeguarding official information
in the interests of the United States, Mr. John S. Jones,
Office of Plans and Operations, is designated as the Secu-
rity Officer.

The Department Records Security Officer shall perform the
functions prescribed for him in the Administrative and Records
Security Regulations of the Department.


John S. Jones
Secretary



DEPARTMENT OF AGRICULTURE

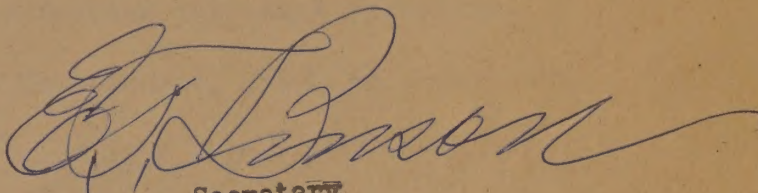
WASHINGTON 25, D. C.

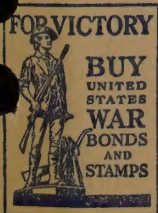
August 6 1954

MEMORANDUM NO. 1331, SUPPLEMENT NO. 3

Designation of Personnel Security Officer

Mr. John G. Cassity of the Office of Personnel of the Department has been designated as Personnel Security Officer for the Department, effective August 5, 1954. Mr. Cassity succeeds Mr. Chalmers T. Forster of the Office of Personnel, who will continue to have responsibility for the Division of Investigations.


Secretary



SECURITY |

DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

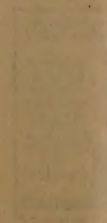
January 1, 1914

MEMORANDUM FOR THE SECRETARY

Department of Agriculture

Mr. John A. Gassner, of the Bureau of Entomology and Plant Quarantine, has been assigned to the position of Chief of the Division of Plant Industry, effective January 1, 1914. In case of your order to the Division of Plant Industry, please refer to the Division of Plant Industry, who will continue to have charge of the Division of Plant Industry.

Very truly yours,
J. A. Gassner



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

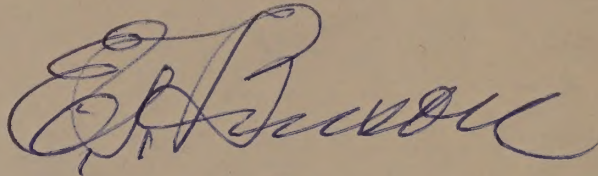
December 17 1954

MEMORANDUM NO. 1331, SUPPLEMENT NO. 4

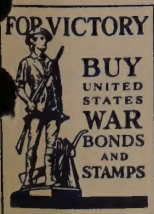
Delegation of Authority to Suspend Employees In the Interest
of National Security

Pursuant to the provisions of Executive Order 10450, which establishes security requirements for Government employment, and authorities referred to therein, authority to suspend employees without pay, when deemed necessary in the interest of national security, is hereby delegated to Mr. Milan D. Smith, Executive Assistant to the Secretary. In the absence of Mr. Smith, this authority remains delegated to Mr. Ralph S. Roberts, Administrative Assistant Secretary.

Supplement No. 1, dated September 8, 1953, is superseded hereby.



Secretary



SECURITY 1

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

WASHINGTON

WASHINGTON, D. C.

TO THE SECRETARY OF AGRICULTURE
FROM THE SECRETARY OF AGRICULTURE

Respectfully submitted,
The Secretary of Agriculture
Washington, D. C.

Very truly yours,
The Secretary of Agriculture

W. L. RORER

WASHINGTON

RECEIVED
MAY 1911



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 20 1955

MEMORANDUM NO. 1331, SUPPLEMENT NO. 5

Designation of "Repoint" (Relocation Site)
Records Security Officer

Pursuant to the provisions of Executive Order 10501, the Administrative Regulations and the Records Security Regulations of the Department which establish security requirements for safeguarding information in the interest of the United States, Mr. James H. Austin, Office of Plant and Operations, is designated as Repoint Records Security Officer.

As Repoint Records Security Officer, he shall be responsible for the proper application of the Records Security Regulations as they pertain to Repoint operations.

A handwritten signature in blue ink, which appears to read "Ralph A. Austin", is written over the typed name "Administrative Assistant Secretary". The signature is stylized and includes a large flourish at the end.

Administrative Assistant Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 1935

MEMORANDUM NO. 1331, SUPPLEMENT NO. 2

Designation of "Repoint" (Relocation Site)
Records Security Officer

Pursuant to the provisions of Executive Order 10501, the Administrative Regulations and the Records Security Regulations of the Department which establish security requirements for safeguarding information in the interest of the United States, Mr. James H. Austin, Office of Plant and Operations, is designated as Repoint Records Security Officer.

As Repoint Records Security Officer, he shall be responsible for the proper application of the Records Security Regulations as they pertain to Repoint operations.

[Signature]
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 1, 1957

MEMORANDUM NO. ~~1446~~ *1331 Revised*

The Security Program in the Department of Agriculture

This Memorandum is issued to reflect the current operations of the personnel security function and to transfer the records security function from the Office of Plant and Operations to the Office of Personnel.

The personnel security function shall continue to be assigned to the Office of Personnel with the Chief of the Division of Security serving as the Personnel Security Officer.

The functions of the Personnel Security Officer shall include the following:

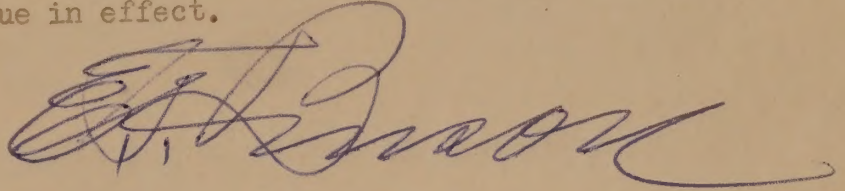
1. He shall maintain adequate controls over all investigations, reports, and other materials pertaining to security matters and shall take appropriate measures to provide maximum protection of information contained therein.
2. He shall have the responsibility for determining sensitive positions and, subject to the provisions of paragraph 3, whether an employee or applicant can occupy such a position under the standards outlined in E. O. 10450.
3. He is herewith assigned the responsibility for the evaluation of the facts in all cases involving the security of the United States insofar as employees of the Department of Agriculture, and applicants for employment in sensitive positions, are concerned. If he recommends action which is adverse to the employee or applicant in any given security case, such a recommendation shall be submitted through the Director of Personnel to the Department Security Committee (See 8AR 2342).
4. The Department Security Committee shall continue as presently constituted except that the Personnel Security Officer shall serve as Secretary of the Committee. In this capacity, he will arrange for meetings of the Committee, prepare appropriate recommendations for its consideration, record appropriately the determinations that are made and implement the decisions.

See 14-70-55
ORGANIZATION 1 (Personnel)

The Office of Personnel is hereby assigned general responsibility for safeguarding classified information in the interest of the United States pursuant to the provisions of E. O. 10501, the Administrative Regulations, and the Records Security Regulations issued March 23, 1954. Accordingly, there is hereby authorized to be transferred from the Office of Plant and Operations to the Office of Personnel such personnel, funds, records, and property as are determined by the Administrative Assistant Secretary to pertain to this function.

The Division of Security in the Office of Personnel shall have ready access to personnel files, classified documents and other departmental information required for the successful handling of personnel and records security matters.

This Memorandum supersedes Memorandum No. 1331, Supplements 2 and 3. Supplements 4 and 5 continue in effect.

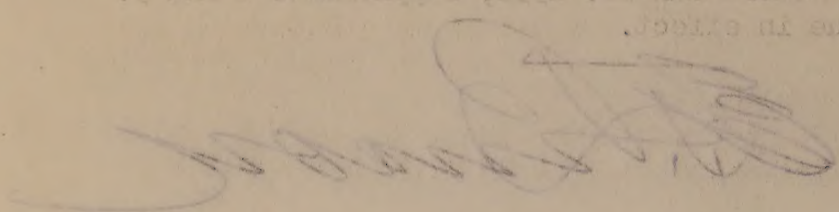
A handwritten signature in blue ink, appearing to read "E. J. Brown", with a long, sweeping horizontal stroke at the end.

Secretary

The Office of Personnel is hereby authorized, subject to the approval of the Joint Chiefs of Staff, to classify personnel in the Office of Personnel in accordance with the provisions of E.O. 10451, the Administrative Regulations, and the Security Regulations issued March 22, 1951. Accordingly, there is hereby authorized to be transferred from the Office of Personnel to the Office of Personnel such personnel, funds, records, and property as are determined by the Administrative Regulations to pertain to this function.

The Division of Security in the Office of Personnel shall have ready access to personnel files, classified documents and other departmental information necessary for the successful handling of personnel and records security matters.

This memorandum supersedes Memorandum No. 1951, Paragraphs 2 and 3. Paragraphs 4 and 5 continue in effect.



Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

July 23 , 1953

MEMORANDUM NO. 1332

ASSIGNMENT OF SECRETARY'S RESPONSIBILITIES UNDER THE CAPPER-VOLSTEAD ACT

Section 1 of the Capper-Volstead Act (7 U.S.C. 291) grants farmers' cooperative marketing associations which meet prescribed terms and conditions a limited exemption from the antitrust acts. Section 2 of the Act (7 U.S.C. 292) provides that if the Secretary of Agriculture has reason to believe that such a farmers' cooperative marketing association has monopolized or restrained trade in interstate or foreign commerce to such an extent that the price of any agricultural product has been "unduly enhanced by reason thereof," the Secretary shall serve a complaint on the association. If, following a hearing (which must be held if action is to be taken), the Secretary concludes that the association has thus monopolized or restrained trade, he shall issue a cease and desist order. If the association fails to abide by the order a certified copy of the order is to be filed with the district court in the district where the association has its principal place of business and notice given to the association and the Attorney General. The Department of Justice then takes charge of enforcing the order.

The responsibility for initiating appropriate action pursuant to section 2 of the Capper-Volstead Act, based upon either complaints from the public or factual information available to any agency of the Department that a cooperative marketing association meeting the prescribed conditions of that Act, or any marketing agency referred to in section 1 of the Act, may be violating section 2 thereof, is hereby assigned to the Office of the Solicitor. Each agency in the Department shall submit to the Office of the Solicitor any complaint from the public or a memorandum of any facts coming to its attention indicating a possible violation of section 2 of that Act.

DEPARTMENT OF AGRICULTURE
WASHINGTON



July 23
1933

MEMORANDUM NO. 1382

ASSIGNMENT OF SECRETARY'S RESPONSIBILITIES UNDER THE GAPPER-VOLSTEAD ACT

Section 1 of the Gapper-Volstead Act (7 U.S.C. 292) grants farmers' cooperative marketing associations which meet prescribed terms and conditions a limited exemption from the antitrust acts. Section 2 of the Act (7 U.S.C. 293) provides that if the Secretary of Agriculture has reason to believe that such a farmers' cooperative marketing association has monopolized or restrained trade in interstate or foreign commerce to such an extent that the price of any agricultural product has been "unduly enhanced by reason thereof," the Secretary shall serve a complaint on the association. If, following a hearing (which must be held if action is to be taken), the Secretary concludes that the association has thus monopolized or restrained trade, he shall issue a cease and desist order. If the association fails to abide by the order a certified copy of the order is to be filed with the district court in the district where the association has its principal place of business and notice given to the association and the Attorney General. The Department of Justice then takes charge of enforcing the order.

The responsibility for initiating appropriate action pursuant to section 2 of the Gapper-Volstead Act, based upon either complaints from the public or factual information available to any agency of the Department that a cooperative marketing association meeting the prescribed conditions of that Act, or any marketing agency referred to in section 1 of the Act, may be violating section 2 thereof, is hereby assigned to the Office of the Solicitor. Each agency in the Department shall submit to the Office of the Solicitor any complaint from the public or a memorandum of any facts coming to its attention indicating a possible violation of section 2 of that Act.

The Office of the Solicitor shall consult with any other appropriate agency within the Department and may utilize the services of the Compliance and Investigation Branch of the Production and Marketing Administration, if necessary, for the purpose of developing preliminary information. A report on the case, with the Solicitor's recommendation, shall then be submitted to the Secretary for a determination as to whether a complaint should be served. If the Secretary decides to proceed, the Office of the Solicitor will take the necessary steps to hold a hearing, and will represent the Department in all phases of the proceeding until the enforcement of any cease and desist order which might be issued is placed in charge of the Department of Justice.



Secretary

The Office of the Solicitor shall consult with any other appropriate agency within the Department and may utilize the services of the Compliance and Investigation Branch of the Production and Marketing Administration, if necessary, for the purpose of developing preliminary information. A report on the case, with the Solicitor's recommendation, shall then be submitted to the Secretary for a determination as to whether a complaint should be served. If the Secretary decides to proceed, the Office of the Solicitor will take the necessary steps to hold a hearing, and will represent the Department in all phases of the proceeding until the enforcement of any cease and desist order which might be issued is placed in charge of the Department of Justice.


Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

July 27, 1953.

MEMORANDUM NO. 1333

Appointment of Board of Directors
of Commodity Credit Corporation

Pursuant to section 9(a) of the Commodity Credit Corporation Charter Act (15 U.S.C. § 714 et seq.) the President has appointed the following members to serve as the Board of Directors of Commodity Credit Corporation:

True D. Morse

J. Earl Coke

John H. Davis

Romeo E. Short

Howard H. Gordon

Oris V. Wells

Under the provisions of section 9(a) of the Commodity Credit Corporation Charter Act, as amended, the Secretary of Agriculture is an ex officio director and serves as Chairman of the Board. The appointments of Messrs. Morse, Coke, Davis, and Short were effective as of February 7, 1953. The appointment of Mr. Gordon was effective as of February 10, 1953. The appointment of Mr. Wells was effective as of November 5, 1951.

This supersedes Memorandum No. 1245, dated November 4, 1949.

A handwritten signature in blue ink, which appears to be "E. A. Tamm", is written over the typed name of the Secretary of Agriculture.

Secretary of Agriculture

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



January 19, 1951

MEMORANDUM FOR THE SECRETARY

Appointment of Board of Directors of Commodity Credit Corporation

Pursuant to section 9(a) of the Commodity Credit Corporation Charter Act (15 U.S.C. 1411 et seq.), the President has appointed the following persons to serve as the Board of Directors of Commodity Credit Corporation:

Irvin D. Torrey

W. Earl Coke

John E. Davis

Thomas E. Hart

Howard R. Gordon

Orin V. Wells

Under the provisions of section 9(a) of the Commodity Credit Corporation Charter Act, as amended, the Secretary of Agriculture is an ex officio director and serves as Chairman of the Board. The appointments of Messrs. Torrey, Coke, Davis, and Hart were effective as of February 7, 1951. The appointment of Mr. Gordon was effective as of February 10, 1951. The appointment of Mr. Wells was effective as of November 2, 1951.

This report was transmitted by Memorandum No. 1236, dated November 1, 1950.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

January 28, 1955

MEMORANDUM NO. 1333, REV. 1

Appointment of Board of Directors
of Commodity Credit Corporation.

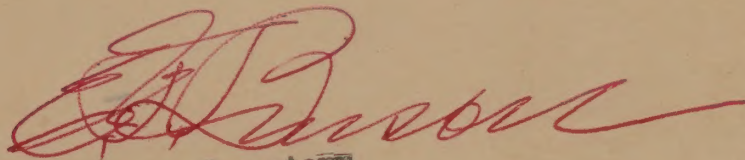
Pursuant to Section 9(a) of the Commodity Credit Corporation Charter Act (15 USC § 714 et seq.) the President has appointed the following members to serve as the Board of Directors of the Commodity Credit Corporation:

True D. Morse
Earl L. Butz
Ervin L. Peterson
James A. McConnell
Robert L. Farrington
Oris V. Wells

Under the provisions of Section 9(a) of the above Act, the Secretary of Agriculture is an ex-officio director and serves as Chairman of the Board. The appointments were effective as of the following dates:

Mr. Morse	February 7, 1953
Mr. Butz	August 3, 1954
Mr. Peterson	December 14, 1954
Mr. McConnell	January 24, 1955
Mr. Farrington	May 18, 1954
Mr. Wells	November 5, 1951

Memorandum No. 1333 of July 27, 1953, is hereby superseded.


Secretary

ORGANIZATION 1 (CCCC)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

January 28, 1955

MEMORANDUM NO. 1833, REV. 1

Appointment of Board of Directors
of Commodity Credit Corporation

Pursuant to Section 9(a) of the Commodity Credit Corporation Charter Act (16 USC 1431 et seq.) the President has appointed the following members to serve as the Board of Directors of the Commodity Credit Corporation:

Five U. Morse
Earl L. Butts
Ervin L. Peterson
James A. McConnell
Robert L. Patterson
Oris V. Wells

Under the provisions of Section 9(a) of the above act, the Secretary of Agriculture is an ex-officio director and serves as Chairman of the Board. The appointments were effective as of the following dates:

February 7, 1953	Mr. Morse
August 3, 1953	Mr. Butts
December 16, 1953	Mr. Peterson
January 13, 1954	Mr. McConnell
May 12, 1954	Mr. Patterson
November 2, 1954	Mr. Wells

Memorandum No. 1833 of July 27, 1953, is hereby superseded.

Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

September 10 1956

MEMORANDUM NO. 1333, REVISION 2

Appointment of Board of Directors
of Commodity Credit Corporation

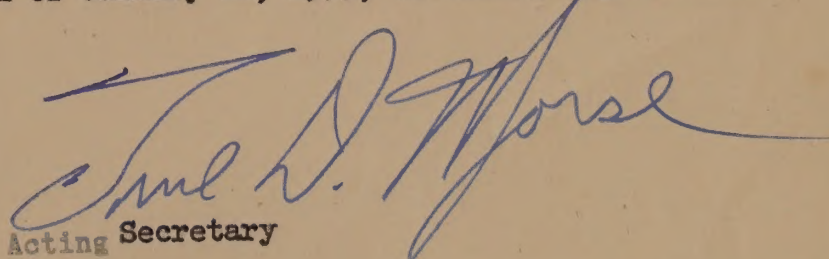
Pursuant to Section 9(a) of the Commodity Credit Corporation Charter Act (15 USC § 714 et seq.) the President has appointed the following members to serve as the Board of Directors of the Commodity Credit Corporation:

True D. Morse
Earl L. Butz
Ervin L. Peterson
Marvin L. McLain
Robert L. Farrington
Oris V. Wells

Under the provisions of Section 9(a) of the above Act, the Secretary of Agriculture is an ex-officio director and serves as Chairman of the Board. The appointments were effective as of the following dates:

Mr. Morse	February 7, 1953
Mr. Butz	August 3, 1954
Mr. Peterson	December 14, 1954
Mr. McLain	January 27, 1956
Mr. Farrington	May 18, 1954
Mr. Wells	November 5, 1951

Memorandum No. 1333, Revision 1 of January 28, 1955, is hereby superseded.


Acting Secretary

ORGANIZATION 1 (CCC)

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



MEMORANDUM NO. 1333, REVISION 2

Appointment of Board of Directors
of Commodity Credit Corporation

Pursuant to Section 9(a) of the Commodity Credit Corporation Charter Act (15 USC § 714 et seq.) the President has appointed the following members to serve as the Board of Directors of the Commodity Credit Corporation:

Orla V. Wells
Robert E. Farrington
Mervin L. Melain
Mervin L. Peterson
Karl L. Butz
Irene D. Morse

Under the provisions of Section 9(a) of the above Act, the Secretary of Agriculture is an ex-officio director and serves as Chairman of the Board. The appointments were effective as of the following dates:

Mr. Morse	February 7, 1953
Mr. Butz	August 3, 1954
Mr. Peterson	December 14, 1954
Mr. Melain	January 27, 1956
Mr. Farrington	May 18, 1956
Mr. Wells	November 7, 1957

Memorandum No. 1333, Revision 1 of January 28, 1955, is hereby superseded.

Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

August 28, 1957

MEMORANDUM NO. 1333, REVISION 3

Appointment of Board of Directors
of Commodity Credit Corporation

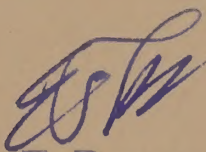
Pursuant to Section 9(a) of the Commodity Credit Corporation Charter Act (15 USC § 714 et seq.) the President has appointed the following members to serve as the Board of Directors of the Commodity Credit Corporation:

True D. Morse
Ervin L. Peterson
Marvin L. McLain
Don Paarlberg
Robert L. Farrington
Oris V. Wells

Under the provisions of Section 9(a) of the above Act, the Secretary of Agriculture is an ex-officio director and serves as Chairman of the Board. The appointments were effective as of the following dates:

Mr. Morse	February 7, 1953
Mr. Peterson	December 14, 1954
Mr. McLain	January 27, 1956
Mr. Paarlberg	August 16, 1957
Mr. Farrington	May 18, 1954
Mr. Wells	November 5, 1951

Memorandum No. 1333, Revision 2 of September 10, 1956, is hereby superseded.


E. T. Benson

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



MEMORANDUM NO. 1332, REVISION 2

Appointment of Board of Directors
of Commodity Credit Corporation

Pursuant to Section 9(a) of the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the President has appointed the following members to serve as the Board of Directors of the Commodity Credit Corporation:

Mr. D. L. Hoar
Ervin L. Peterson
Harvey L. Molahn
Don Tarrington
Robert L. Tarrington
Oris V. Wells

Under the provisions of Section 9(c) of the above Act, the Secretary of Agriculture is an ex-officio director and serves as Chairman of the Board. The appointments were effective as of the following dates:

February 7, 1953	Mr. Hoar
December 11, 1952	Mr. Peterson
January 27, 1953	Mr. Molahn
August 16, 1952	Mr. Tarrington
May 16, 1952	Mr. Tarrington
November 2, 1951	Mr. Wells

Memorandum No. 1332, Revision 2 of September 10, 1956, is hereby superseded.

[Handwritten signature]
E. T. Ransom



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

January 8 1959

MEMORANDUM NO. 1333, ~~REVISION 4~~

Appointment of Board of Directors
of Commodity Credit Corporation

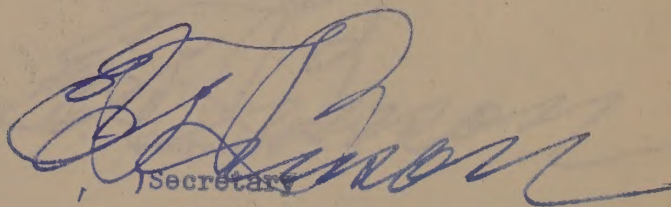
Pursuant to Section 9(a) of the Commodity Credit Corporation Charter Act (15 USC § 714 et seq.) the President has appointed the following members to serve as the Board of Directors of the Commodity Credit Corporation:

True D. Morse
Ervin L. Peterson
Marvin L. McLain
Clarence L. Miller
Robert L. Farrington
Oris V. Wells

Under the provisions of Section 9(a) of the above Act, the Secretary of Agriculture is an ex-officio director and serves as Chairman of the Board. The appointments were effective as of the following dates:

Mr. Morse	February 7, 1953
Mr. Peterson	December 14, 1954
Mr. McLain	January 27, 1956
Mr. Miller	December 17, 1958
Mr. Farrington	May 18, 1954
Mr. Wells	November 5, 1951

Memorandum No. 1333, Revision 3 of August 28, 1957, is hereby superseded.


Secretary



MEMORANDUM NO. 1333, REVISED

Appointment of Board of Directors
of Commodity Credit Corporation

Pursuant to Section 9(a) of the Commodity Credit Corporation Charter Act (15 USC § 714 et seq.) the President has appointed the following members to serve as the Board of Directors of the Commodity Credit Corporation:

Orin V. Wells
Robert L. Tarrington
Clarence L. Miller
Mervin L. Melain
Irvin L. Peterson
T. D. Morse

Under the provisions of Section 9(a) of the above Act, the Secretary of Agriculture is an ex-officio director and serves as Chairman of the Board. The appointments were effective as of the following dates:

February 7, 1953	Mr. Morse
December 14, 1954	Mr. Peterson
January 27, 1956	Mr. Melain
December 17, 1956	Mr. Miller
May 18, 1957	Mr. Tarrington
November 5, 1957	Mr. Wells

Memorandum No. 1333, Revision 3 of August 28, 1957, is hereby superseded.



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

May 25, 1959

MEMORANDUM NO. 1333, REVISED

Appointment of Board of Directors
of Commodity Credit Corporation

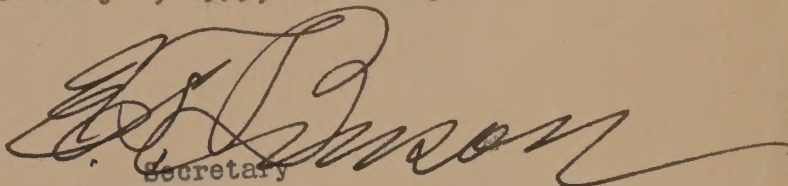
Pursuant to Section 9(a) of the Commodity Credit Corporation Charter Act (15 USC § 714 et seq.) the President has appointed the following members to serve as the Board of Directors of the Commodity Credit Corporation:

True D. Morse
Ervin L. Peterson
Marvin L. McLain
Clarence L. Miller
Frank A. Barrett
Oris V. Wells

Under the provisions of Section 9(a) of the above Act, the Secretary of Agriculture is an ex-officio director and serves as Chairman of the Board. The original appointments were dated as follows:

Mr. Morse	February 7, 1953
Mr. Peterson	December 14, 1954
Mr. McLain	January 27, 1956
Mr. Miller	December 17, 1958
Mr. Barrett	May 11, 1959
Mr. Wells	November 2, 1951

Memorandum No. 1333, Revised January 8, 1959, is hereby superseded.


Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



May 22, 1933

MEMORANDUM NO. 1333, REVISED

Appointment of Board of Directors
of Commodity Credit Corporation

Pursuant to Section 9(a) of the Commodity Credit Corporation Charter Act (45 USC 811 et seq.), the President has appointed the following members to serve as the Board of Directors of the Commodity Credit Corporation:

John D. Morse
Irvin L. Peterson
Mervin L. Holain
Clarence L. Miller
Frank A. Barrett
Edna V. Wells

Under the provisions of Section 9(a) of the above Act, the Secretary of Agriculture is an ex-officio director and serves as Chairman of the Board. The original appointments were dated as follows:

February 7, 1933	Mr. Morse
December 14, 1934	Mr. Peterson
January 27, 1935	Mr. Holain
December 17, 1935	Mr. Miller
May 11, 1939	Mr. Barrett
November 2, 1941	Mr. Wells

Memorandum No. 1333, Revised January 6, 1939, is hereby superseded.



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

July 25, 1960

MEMORANDUM NO. 1333, REVISED

Appointment of Board of Directors
of Commodity Credit Corporation

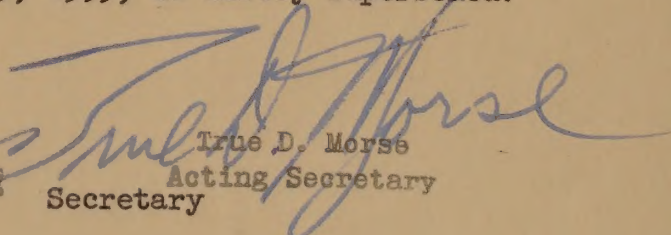
Pursuant to Section 9(a) of the Commodity Credit Corporation Charter Act (15 USC § 714 et seq.) the President has appointed the following members to serve as the Board of Directors of the Commodity Credit Corporation:

True D. Morse
Ervin L. Peterson
Marvin L. McLain
Clarence L. Miller
Carl J. Stephens
Oris V. Wells

Under the provisions of Section 9(a) of the above Act, the Secretary of Agriculture is an ex-officio director and serves as Chairman of the Board. The original appointments were dated as follows:

Mr. Morse	February 7, 1953
Mr. Peterson	December 14, 1954
Mr. McLain	January 27, 1956
Mr. Miller	December 17, 1958
Mr. Stephens	July 12, 1960
Mr. Wells	November 2, 1951

Memorandum No. 1333, Revised May 25, 1959, is hereby superseded.


True D. Morse
Acting Secretary



July 25, 1950

MEMORANDUM NO. 1333, REVISED

Appointment of Board of Directors
of Commodity Credit Corporation

Pursuant to Section 9(a) of the Commodity Credit Corporation
Charter Act (15 USC 614 et seq.) the President has appointed
the following members to serve as the Board of Directors of
the Commodity Credit Corporation:

Oris V. Wells
Carl J. Stephens
Clarence L. Miller
Marvin L. McLean
Ervin L. Peterson
Tune D. Morse

Under the provisions of Section 9(a) of the above Act, the
Secretary of Agriculture as an ex-officio director and serves
as Chairman of the Board. The original appointments were
dated as follows:

Mr. Morse	February 7, 1953
Mr. Peterson	December 14, 1954
Mr. McLean	January 27, 1956
Mr. Miller	December 17, 1958
Mr. Stephens	July 12, 1960
Mr. Wells	November 2, 1951

Memorandum No. 1333, Revised May 25, 1950, is hereby superseded.

Secretary
Assistant Secretary
Tune D. Morse



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

September 27, 1960.

MEMORANDUM NO. 1333, REVISED

Appointment of Board of Directors
of Commodity Credit Corporation

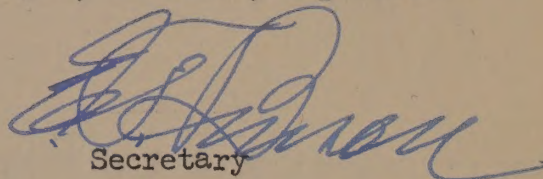
Pursuant to Section 9(a) of the Commodity Credit Corporation Charter Act (15 USC § 714 et seq.) the President has appointed the following members to serve as the Board of Directors of the Commodity Credit Corporation:

True D. Morse
Marvin L. McLain
Clarence L. Miller
Clarence M. Ferguson
Carl J. Stephens
Oris V. Wells

Under the provisions of Section 9(a) of the above Act, the Secretary of Agriculture is an ex-officio director and serves as Chairman of the Board. The original appointments were dated as follows:

Mr. Morse	February 7, 1953
Mr. McLain	January 27, 1956
Mr. Miller	December 17, 1958
Mr. Ferguson	September 17, 1960
Mr. Stephens	July 12, 1960
Mr. Wells	November 2, 1951

Memorandum No. 1333, Revised July 25, 1960, is hereby superseded.


Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



February 27, 1933

MEMORANDUM NO. 1333, REVISED

Appointment of Board of Directors
of Commodity Credit Corporation

Pursuant to Section 9(a) of the Commodity Credit Corporation Charter Act (15 USC 814 et seq.) the President has appointed the following members to serve as the Board of Directors of the Commodity Credit Corporation:

Frederic D. Morse
Marvin L. McLean
Clarence L. Miller
Clarence H. Ferguson
Carl J. Stephens
Oris V. Wells

Under the provisions of Section 9(a) of the above Act, the Secretary of Agriculture is an ex-officio director and serves as Chairman of the Board. The original appointments were dated as follows:

February 7, 1933	Mr. Morse
January 27, 1933	Mr. McLean
December 17, 1932	Mr. Miller
September 17, 1930	Mr. Ferguson
July 12, 1930	Mr. Stephens
November 2, 1931	Mr. Wells

Memorandum No. 1333, Revised July 25, 1930, is hereby superseded.

Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

July 27, 1953.

MEMORANDUM NO. 1334

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation Charter Act (15 U.S.C. § 714 et seq.) the President has appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

William Rhea Blake

Rudolph K. Froker

Theodore Funk

Arnold William Groth

Herbert J. Hughes

The appointments of the President were made on July 13, 1953.

A handwritten signature in blue ink, which appears to read "E. A. Larson", is positioned above the title of the Secretary of Agriculture.

Secretary of Agriculture

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



July 13, 1934

MEMORANDUM NO. 1334

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 2(b) of the Commodity Credit Corporation
Charter Act (U.S.C. 1311 et seq.), the President has appointed
the following members to serve on the Advisory Board of the
Commodity Credit Corporation:

William Rhea Blake

Wendell L. Proctor

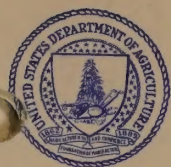
Theodore Tamm

Arnold William Groat

Herbert J. Hughes

The appointments of the President were made on July 13, 1934.


Secretary of Agriculture



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 7, 1953

MEMORANDUM NO. 1335

Department of Agriculture Field Committee for Alaska

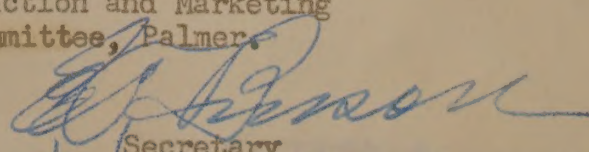
A Department of Agriculture Field Committee for Alaska is hereby appointed (1) to serve in an advisory capacity to the Secretary of Agriculture on matters relating to the Department's responsibility in Alaska; (2) To make recommendations on a long-range program of agricultural development in Alaska; (3) To promote the effectiveness of the current work of the Department through periodic and systematic exchange of information and experiences.

This Committee will select its own chairman and set up its own procedures. In order to get underway Don L. Irwin, Director, Alaska Agricultural Experiment Station is requested to call the first meeting of the Committee.

Cooperation and teamwork among Departmental representatives in Alaska, I am informed, has been rather thorough and most wholesome. We believe this Committee can see that this teamwork continues on an effective basis and furthermore that the combined judgment of this Committee concerning major questions would be helpful to the Office of the Secretary and to each of the agencies here. I am sure the Committee will seek the cooperation of Territorial Agricultural interests and organizations and will offer cooperation to those interests in working out problems of mutual concern.

Membership of the Committee will be:

Don L. Irwin, Director, Federal Territorial Experiment Station, Palmer.
Allan H. Mick, Director of Extension, University of Alaska, Palmer.
Arthur W. Greeley, Regional Forester, Forest Service, Juneau.
Charles W. Wilson, Territorial Conservationist, Soil Conservation Service, Palmer.
I. M. C. Anderson, Territorial Supervisor, Farmers Home Administration, Anchorage.
S. A. Hamilton, Field Representative, Rural Electrification Administration, Palmer.
Ralph B. Stimple, Chairman, Alaska Production and Marketing Administration Committee, Palmer.


Secretary

COMMITTEES 2

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 7, 1932

Memorandum to

Department of Agriculture Field Station for Alaska

A Department of Agriculture Field Station for Alaska is hereby authorized to have an advisory committee in the Department of Agriculture to advise on matters relating to the Department's responsibility in Alaska; (2) To make recommendations on a long-range program of agricultural development in Alaska; (3) To provide the effectiveness of the current work of the Department through periodic and systematic exchange of information and experience.

This Committee will select its own chairman and set up its own procedures. In order to get underway Don L. Davis, Director, Alaska Agricultural Experiment Station is requested to call the first meeting of the Committee.

Organization and membership of the Departmental representatives in Alaska, I am informed, has been rather haphazard and somewhat irregular. We believe this Committee can see that this haphazardness can be an effective basis and furthermore that the Department of Agriculture can contribute to the Department's responsibility in Alaska. I am sure the Committee will seek the cooperation of the Department in working out problems of mutual concern.

Membership of the Committee will be:

- Don L. Davis, Director, Alaska Agricultural Experiment Station, Chairman.
Alfred H. Hark, Director of Extension, University of Alaska, Fairbanks.
Arthur J. Gossard, National Forester, Forest Service, Fairbanks.
Charles E. Wilson, National Agricultural Extension Agent, Fairbanks.
E. H. Anderson, National Agricultural Extension Agent, Fairbanks.
J. A. Harkness, Field Representative, Alaska Agricultural Experiment Station, Fairbanks.
J. H. Harkness, Field Representative, Alaska Agricultural Experiment Station, Fairbanks.
J. H. Harkness, Field Representative, Alaska Agricultural Experiment Station, Fairbanks.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

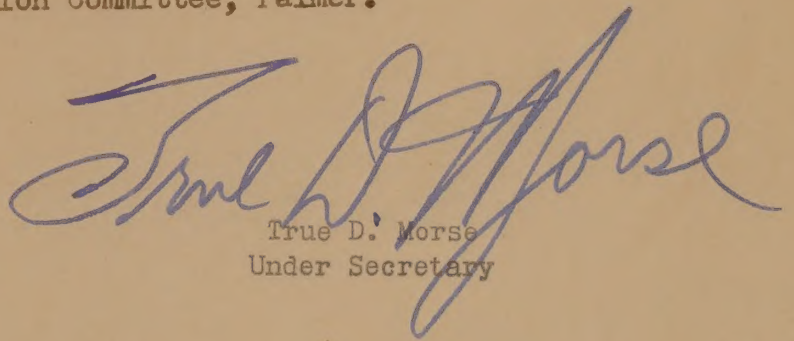
June 22 1955

MEMORANDUM NO. 1335 Revision 1

Department of Agriculture Field Committee for Alaska

The present membership of the Committee is:

Don L. Irwin, Director, Federal Territorial Experiment Station, Palmer.
Allan H. Mick, Director of Extension, University of Alaska, Palmer.
Arthur W. Greeley, Regional Forester, Forest Service, Juneau.
Charles W. Wilson, Territorial Conservationist, Soil Conservation
Service, Palmer.
Thomas E. Hampton, Territorial Supervisor, Farmers Home Administration,
Anchorage.
Ben Wallace, Field Representative, Rural Electrification Administration,
Palmer.
Philip R. Johnson, Chairman, Alaska Agricultural Stabilization and
Conservation Committee, Palmer.



True D. Morse
Under Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

June 22, 1935

MEMORANDUM NO. 1335 Revision 1

Department of Agriculture Field Committee for Alaska

The present membership of the Committee is:

Don L. Irwin, Director, Federal Territorial Experiment Station, Palmer.
Allan H. Mick, Director of Extension, University of Alaska, Palmer.
Arthur W. Greeley, Regional Forester, Forest Service, Juneau.
Charles W. Wilson, Territorial Conservationist, Soil Conservation
Service, Palmer.
Thomas E. Hampton, Territorial Supervisor, Farmers Home Administration,
Anchorage.
Ben Wallace, Field Representative, Rural Electrification Administration,
Palmer.
Philip R. Johnson, Chairman, Alaska Agricultural Stabilization and
Conservation Committee, Palmer.

John H. Palmer
Under Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 20, 1953.

MEMORANDUM NO. 1336

Reductions in Expenditures, 1954 and 1955

A letter received from the President reads, in part, as follows:

"It is absolutely essential that you begin immediately to take every possible step progressively to reduce the expenditures of your Department during the fiscal year 1954.

"In addition to this action, you will be expected to make substantial reductions in your requests for new appropriations and in the level of your expenditures for the fiscal year 1955, beyond those already indicated for the fiscal year 1954.

"It is imperative that you emphasize a critical review and maximum feasible reductions of expenditures in areas which have attracted the attention and concern of the Congress and of the public as possible sources of waste, inefficiency, duplication, and excessive or non-essential costs.

"Every level of the staff of your Department should be made aware of the necessity for doing this and of the importance of their cooperation as a vital part of its accomplishment."

The objective of progressively reducing obligations and expenditures in fiscal year 1954, as part of the total program to reach a lower expenditure level for fiscal year 1955, was also reflected in a recent letter from Mr. Joseph M. Dodge, Director, Bureau of the Budget, portions of which were quoted in a memorandum to agency heads from the Department Budget Officer, dated August 6, 1953. This is a serious matter of far-reaching import. The size of the public debt makes it of special concern to every citizen. As public servants, and as citizens, we must give it the attention it demands.

The existing public debt ceiling makes it essential that Federal expenditures be reduced in the fiscal year 1954. Therefore, I am requesting agency heads to reexamine now their 1954 plans and operating budgets to carry out assigned functions and responsibilities at less cost, and to effect savings wherever feasible in keeping with the directive quoted above and the instructions received from the

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



MEMORANDUM FOR THE SECRETARY
1933

Reduction in expenditures, 1933 and 1934

A letter received from the President reads, in part, as follows:

"It is absolutely essential that you begin immediately to take every possible step progressively to reduce the expenditures of your Department during the fiscal year 1934."

"In addition to this action, you will be expected to make substantial reductions in your requests for new appropriations and in the level of your expenditures for the fiscal year 1934, based upon the already indicated for the fiscal year 1933."

"It is imperative that you organize a critical review and attempt to effect a reduction of expenditures in areas which are not essential to the operation and success of the Government and of the public interest. Areas of waste, inefficiency, duplication, and excessive or non-essential costs."

"Every level of the staff of your Department should be made aware of the necessity for doing this and of the importance of their cooperation as a vital part of the accomplishment."

The objective of progressively reducing obligations and expenditures in fiscal year 1934, as part of the total program to reach a lower expenditure level for fiscal year 1935, was also reflected in a recent letter from Mr. Joseph W. Dodge, Director, Bureau of the Budget, in which were quoted in a memorandum to agency heads from the Department of the Interior, dated August 6, 1933. This is a serious matter of far-reaching import. The size of the public debt makes it of special concern to every citizen. It is public servants, and as citizens, we must give the attention it demands.

The existing public debt being paid is essential that Federal expenditures be reduced in the fiscal year 1934. Therefore, I am requesting agency heads to re-examine now their 1933 plans and expenditures and to carry out essential functions and responsibilities in the least cost, and to effect any other measures in keeping with the directive quoted above and the instructions received from the

Director of the Budget. There must also be a continuous review throughout the fiscal year 1954 to accomplish further reductions as experience directs and circumstances make such reductions possible. All phases of program administration should be carefully scrutinized; agency heads are specifically requested to:

Examine the needs for each activity.

Reflect savings resulting from improvements in operations and management efficiency.

Proceed with the construction of public works only at the minimum economic rate.

Restrict commitments for direct loans, advances, mortgage purchases, and insurance of loans to the minimum consistent with expressed policies and defined responsibilities.

Reduce operating inventories to the lowest practicable level.

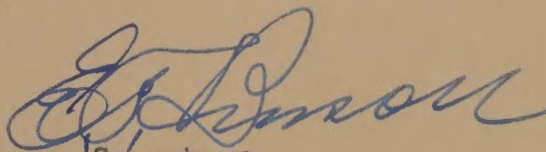
Reduce obligations for travel.

Defer the purchase of equipment wherever possible, particularly automotive equipment.

Reflect savings arising out of changes in regulations governing payment of territorial post differentials and cost-of-living allowances for employees in Puerto Rico and the Virgin Islands.

Discussions have been held with representatives of the Budget Bureau regarding implementation of the President's directive. The Office of Budget and Finance will issue further instructions and establish procedures to implement this memorandum, and to obtain reports needed to determine progress throughout the year.

Agency heads should use every available means to make all employees in their respective agencies aware of the necessity for reducing expenditures. The cooperation of every employee in the Department is essential to the accomplishment of this objective.



Secretary

Director of the Budget. There must also be a continuous review throughout the fiscal year 1951 to accomplish further reductions as experience and circumstances make such reductions possible. All phases of program administration should be carefully scrutinized; agency heads are specifically requested to:

Examine the needs for each activity.

Reflect savings resulting from improvements in operations and management efficiency.

Proceed with the construction of public works only at the minimum economic rate.

Refract commitments for direct loans, advances, mortgage purchases, and insurance of loans to the minimum consistent with expressed policies and defined responsibilities.

Reduce operating inventories to the lowest practicable level.

Reduce obligations for travel.

Defer the purchase of equipment wherever possible, particularly automotive equipment.

Reflect savings arising out of changes in regulations governing payment of territorial post differentials and cost-of-living allowances for employees in Puerto Rico and the Virgin Islands.

Discussions have been held with representatives of the Budget Bureau regarding implementation of the President's directive. The Office of Budget and Finance will issue further instructions and establish procedures to implement this memorandum, and to obtain reports needed to determine progress throughout the year.

Agency heads should use every available means to make all employees in their respective agencies aware of the necessity for reducing expenditures. The cooperation of every employee in the Department is essential to the accomplishment of this objective.


Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 19, 1953.

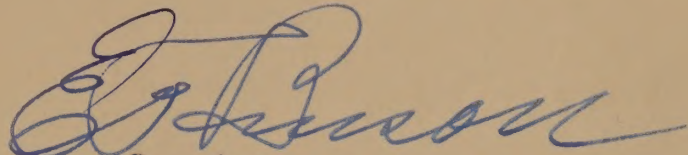
MEMORANDUM NO. 1337

Organization Changes and Changes in Field Offices

Effective immediately, organization changes as defined in Chapter 4, Title 8, Administrative Regulations, shall be approved by the appropriate Assistant Secretary. Proposed organization changes involving agencies reporting to more than one Assistant Secretary shall be approved by the Secretary or Under Secretary.

Changes in field offices may affect the general pattern of field organization of the Department or may involve questions relating to consolidation of such offices. Proposed changes in field offices and administrative areas, as defined in paragraph 674, Title I, Administrative Regulations, shall be approved by the Administrative Assistant Secretary.

Pending completion of organizational studies now being made, agency proposals for internal changes in organization should be kept to a minimum, and major shifts in personnel or personnel assignments should not be made unless approved by the appropriate Assistant Secretary or group director.


Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



MEMORANDUM FOR THE SECRETARY
SUBJECT: Reorganization of the Department of Agriculture

Proposed changes in the organization of the Department of Agriculture, as outlined in Chapter I, Article I, Administrative Regulations, shall be approved by the Assistant Secretary. Proposed changes in the organization of the Department of Agriculture, as outlined in Chapter II, Article I, Administrative Regulations, shall be approved by the Assistant Secretary.

Changes in field offices may affect the general pattern of field organization of the Department or may involve changes relating to consolidation of such offices. Proposed changes in field offices and administrative areas, as outlined in Chapter III, Article I, Administrative Regulations, shall be approved by the Assistant Secretary.

Proposed changes in the organization of the Department of Agriculture, as outlined in Chapter IV, Article I, Administrative Regulations, shall be approved by the Assistant Secretary. Proposed changes in the organization of the Department of Agriculture, as outlined in Chapter V, Article I, Administrative Regulations, shall be approved by the Assistant Secretary.

[Signature]
Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 20, 1953.

MEMORANDUM NO. 1338

~~MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES~~

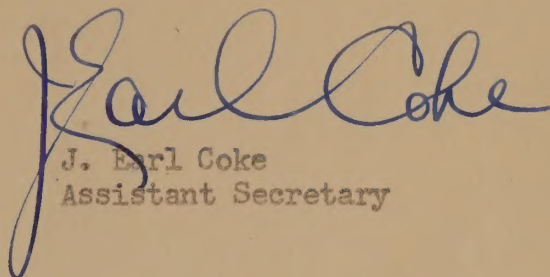
PHOTOGRAPHIC SALES COMMITTEE

S. L. Gardiner is designated as Chairman of the Photographic Sales Committee to fill the vacancy following the retirement of Marshall S. Wright.

The functions of this Committee will continue to be that of establishing prices and promoting uniformity in policies, procedures and practices relating to sales of photographic and mosaic reproductions, except library material, as provided for in Sec. 387 of Public No. 430, 75th Congress.

Membership on the Committee at this date include:

R. H. Moyer, Production and Marketing Administration
G. J. Leahy, Soil Conservation Service
J. R. McDermott, Forest Service
D. F. Myers, Budget and Finance
G. C. Pace, Extension Service
R. R. Shaw, Library
Gladwin E. Young, Office of the Secretary


J. Earl Coke
Assistant Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



MEMORANDUM NO. 1388

PHOTOGRAPHIC SALES COMMITTEE

1. The Committee is designated as a subcommittee of the Department of Agriculture to study the various problems connected with the sale of photographs of agricultural subjects.

The functions of this committee will consist of the study of existing laws and regulations relating to the sale of photographs and to make recommendations to the Secretary of Agriculture and to the Department of the Interior, as to the best method of handling such matters.

Members of the Committee at this time include:

- 1. Mr. J. H. ...
- 2. Mr. J. H. ...
- 3. Mr. J. H. ...
- 4. Mr. J. H. ...
- 5. Mr. J. H. ...
- 6. Mr. J. H. ...
- 7. Mr. J. H. ...
- 8. Mr. J. H. ...
- 9. Mr. J. H. ...
- 10. Mr. J. H. ...

[Signature]
Assistant Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 4, 1953.

MEMORANDUM NO. 1339

Educational Opportunities for Department Employees

Many employees of the Department are interested in taking advantage of opportunities to further their education. This is a commendable attitude and is to be encouraged.

Several educational institutions in the Washington area make it a point to provide after-hours instruction which is available to Federal employees. These institutions thereby are helping to advance the Federal service. Thousands upon thousands of Federal employees, through the years, have taken advantage of that instruction, have been benefited by it, and have thereby qualified themselves for more responsible positions in the public service.

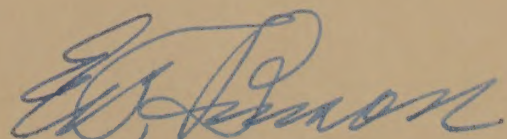
More than 100,000 Federal employees, for example, since 1921, have taken advantage of the offerings of the Graduate School in this Department. Its program is based upon recommendations made through employee committees, and is designed to meet training needs. The Graduate School awards no degrees and does not seek accreditation. It strives, however, to maintain its courses at levels to warrant consideration for credit by degree-granting institutions. Employees desiring to earn degrees are encouraged to negotiate with institutions of their choice.

The Department has sponsored its Graduate School for thirty-two years, making available for after-hours classes appropriate offices, conference rooms, and other suitable space. Yet the Graduate School receives no appropriated public funds. It is dependent upon registration fees.

The function and program of the Graduate School, it seems to me, are of such importance as to warrant encouragement by all bureaus and agencies of the Department. This can be done appropriately in three principal ways:

- 1) Encourage employees to acquaint themselves with the Graduate School (Room 1031, South Building);
- 2) Encourage attendance by those employees who find the School's offerings of interest to them; and,
- 3) Encourage appropriate officers to cooperate with the School in making suitable classroom space available when required.

The cooperation of all agencies to this end will be appreciated.


Secretary

DEPARTMENT OF AGRICULTURE

Office of the Secretary

WASHINGTON

August 4, 1933

MEMORANDUM NO. 1333

Educational Opportunities for Department Employees

Many employees of the Department are interested in taking advantage of opportunities to further their education. This is a commendable attitude and is to be encouraged.

Several educational institutions in the Washington area make it a point to provide after-hour instruction which is available to Federal employees. These institutions thereby are helping to advance the Federal service. Thousands upon thousands of Federal employees, through the years, have taken advantage of this instruction, have been benefited by it, and have thereby qualified themselves for more responsible positions in the public service.

More than 100,000 Federal employees, for example, since 1921, have taken advantage of the offerings of the Graduate School in this Department. Its program is based upon recommendations made through employee committees, and is designed to meet training needs. The Graduate School awards no degrees and does not seek accreditation. It strives, however, to maintain the courses at levels of merit commensurate with credit by degree-granting institutions. Employees desiring to earn degrees are encouraged to negotiate with institutions of their choice.

The Department has sponsored the Graduate School for thirty-two years, and has available for after-hour classes appropriate offices, conference rooms, and other suitable space. Yet the Graduate School receives no appropriated funds. It is dependent upon voluntary contributions.

The function and program of the Graduate School, as known to me, are of such importance as to warrant encouragement by all means and agencies of the Department. This can be done approximately in three practical ways:

- 1) Encourage employees to acquaint themselves with the Graduate School (Room 1031, State Building);
- 2) Encourage attendance by those employees who find the School's offerings of interest to them; and
- 3) Encourage appropriate officials to cooperate with the School in making suitable classroom space available when required.

The cooperation of all agencies to this end will be appreciated.

Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

September 15, 1953.

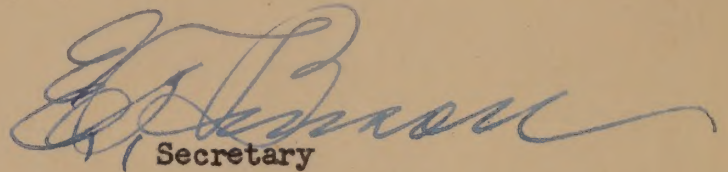
SECRETARY'S MEMORANDUM NO. 1340

Order in which Assistant Secretaries shall perform
as Acting Secretary

Executive Order 10481, dated August 15, 1953 (18 F.R. 4944), provides that in the case of the absence, sickness, resignation or death of both the Secretary of Agriculture and the Under Secretary, the Assistant Secretaries, in the order named by the Secretary, shall perform the duties of the Office of the Secretary of Agriculture.

I hereby designate such order as follows:

1. Mr. J. Earl Coke
2. Mr. John H. Davis
3. Mr. R. E. Short


Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



September 15, 1934

SECRETARY'S MEMORANDUM NO. 1340

Order in which Assistant Secretaries shall perform
as Acting Secretary

Executive Order 10481, dated August 15, 1953 (18 F.R. 4944), provides that in the case of the absence, sickness, resignation or death of both the Secretary of Agriculture and the Under Secretary, the Assistant Secretaries, in the order named by the Secretary, shall perform the duties of the Office of the Secretary of Agriculture.

I hereby designate such order as follows:

1. Mr. J. Earl Coke
2. Mr. John H. Davis
3. Mr. R. E. Short

Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

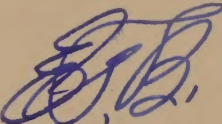
February 18, 1954

SECRETARY'S MEMORANDUM NO. 1340 Revision 1

Order in which Assistant Secretaries Shall Serve
as Acting Secretary

Executive Order 10481, dated August 15, 1953 (18 F.R. 4944), provides that in the case of the absence, sickness, resignation or death of both the Secretary of Agriculture and the Under Secretary, the Assistant Secretaries, in the order named by the Secretary, shall perform the duties of the Office of the Secretary of Agriculture. I hereby designate such order as follows:

1. Mr. J. Earl Coke
2. Mr. John H. Davis
3. Mr. Ross Rizley


Secretary

ORGANIZATION / (See)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



February 18, 1954

SECRETARY'S MEMORANDUM NO. 1340 Revision 1

Order in which Assistant Secretaries Shall Serve
as Acting Secretary

Executive Order 10481, dated August 15, 1953 (16 F.R. 40-41), provides that in the case of the absence, sickness, resignation or death of both the Secretary of Agriculture and the Under Secretary, the Assistant Secretaries, in the order named by the Secretary, shall perform the duties of the Office of the Secretary of Agriculture. I hereby designate such order as follows:

1. Mr. J. Earl Coke
2. Mr. John H. Davis
3. Mr. Ross Kiley


Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 16 1954

MEMORANDUM NO. 1340, REVISION 2

Order in which Assistant Secretaries Shall Serve
as Acting Secretary

Executive Order 10481, dated August 15, 1953 (18 F. R. 4944), provides that in the case of the absence, sickness, resignation or death of both the Secretary of Agriculture and the Under Secretary, the Assistant Secretaries, in the order named by the Secretary, shall perform the duties of the Office of the Secretary of Agriculture. I hereby designate such order as follows:

1. Mr. J. Earl Coke
2. Mr. Ross Rizley
3. Mr. Earl L. Butz

A handwritten signature in blue ink, which appears to read "Earl L. Butz", is written over the typed name of the Secretary.

Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



August 15, 1944

MEMORANDUM NO. 1340, REVISION 2

Order in which Assistant Secretaries Shall Serve
as Acting Secretary

Executive Order 10481, dated August 15, 1953 (13 F. R. 4944), provides that in the case of the absence, sickness, resignation or death of both the Secretary of Agriculture and the Under Secretary, the Assistant Secretaries, in the order named by the Secretary, shall perform the duties of the Office of the Secretary of Agriculture. I hereby designate such order as

follows:

1. Mr. J. Earl Cook
2. Mr. Ross W. Riden
3. Mr. Earl L. Burt

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

January 28, 1955

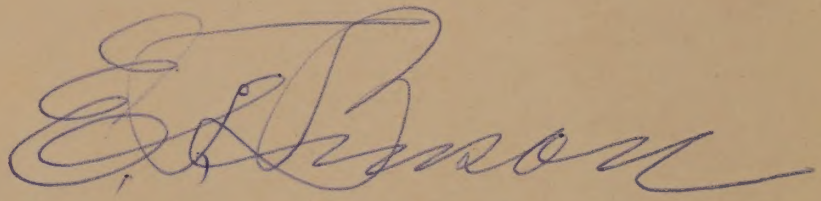
MEMORANDUM NO. 1340, REV. 3

Order in which Assistant Secretaries Shall Serve
as Acting Secretary

Executive Order 10481, dated August 15, 1953, (18 F.R. 4944), provides that in the case of the absence, sickness, resignation or death of both the Secretary of Agriculture and the Under Secretary, the Assistant Secretaries, in the order named by the Secretary, shall perform the duties of the Office of the Secretary of Agriculture. I hereby designate such order as follows:

1. Mr. Earl L. Butz
2. Mr. Erwin L. Peterson
3. Mr. James A. McConnell

Memorandum No. 1340, Revision 2, is hereby superseded.


Secretary

ORGANIZATION 1 (secy)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

January 25, 1935

MEMORANDUM NO. 1310, REV. 3

Order in which Assistant Secretaries Shall Serve
as Acting Secretary

Executive Order 10011, dated August 15, 1933, (16 U.S.C. 494a), provides that in the case of the absence, sickness, resignation or death of both the Secretary of Agriculture and the Under Secretary, the Assistant Secretaries, in the order named by the Secretary, shall perform the duties of the Office of the Secretary of Agriculture. I hereby designate such order as follows:

1. Mr. Earl L. Bates
2. Mr. Edwin L. Peterson
3. Mr. James A. McConnell

Memorandum No. 1310, Revision 5, is hereby superseded.

Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 29 1956

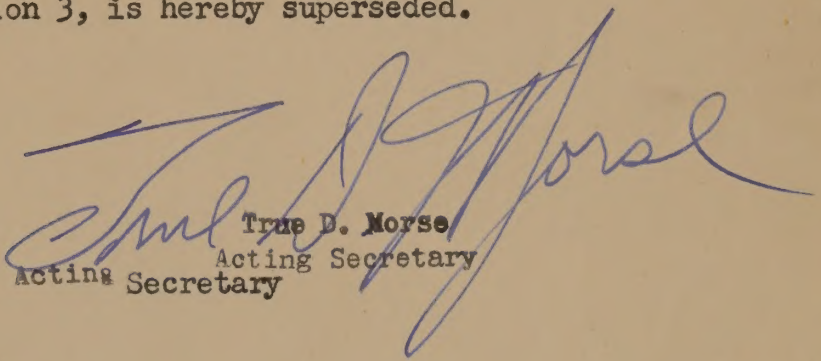
MEMORANDUM NO. 1340, REVISION 4

Order in which Assistant Secretaries Shall Serve
as Acting Secretary

Executive Order 10481, dated August 15, 1953, (18 F. R. 4944), provides that in the case of the absence, sickness, resignation or death of both the Secretary of Agriculture and the Under Secretary, the Assistant Secretaries, in the order named by the Secretary, shall perform the duties of the Office of the Secretary of Agriculture. I hereby designate such order as follows:

1. Mr. Earl L. Butz
2. Mr. Ervin L. Peterson
3. Mr. Marvin L. McLain

Memorandum No. 1340, Revision 3, is hereby superseded.

A large, stylized handwritten signature in blue ink, reading "True D. Morse".
True D. Morse
Acting Secretary

ORGANIZATION 1 (Secy)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



EX-100

MEMORANDUM NO. 1310, REVISION 1

Order in which Assistant Secretaries Shall Serve
at Acting Secretary

Executive Order 10481, dated August 15, 1953, (18 U. S. 10481), provided that in the case of the absence, absence, resignation or death of both the Secretary of Agriculture and the Under Secretary, the Assistant Secretaries, in the order named by the Secretary, shall serve in the office of the Secretary of the Department of Agriculture. I hereby designate such order as follows:

1. Mr. Earl A. Tamm
2. Mr. Edwin L. Peterson
3. Mr. Marvin D. McLean

MEMORANDUM NO. 1310, Revision 1, is hereby superseded.

Earl A. Tamm
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 29, 1957

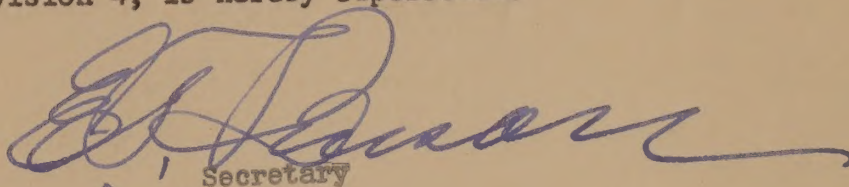
MEMORANDUM NO. 1340, REVISION 5

Order in which Assistant Secretaries Shall Serve
as Acting Secretary

Executive Order 10481, dated August 15, 1953, (18 F.R. 4944), provides that in the case of the absence, sickness, resignation or death of both the Secretary of Agriculture and the Under Secretary, the Assistant Secretaries, in the order named by the Secretary, shall perform the duties of the Office of the Secretary of Agriculture. I hereby designate such order as follows:

1. Mr. Ervin L. Peterson
2. Mr. Marvin L. McLain
3. Mr. Don Paarlberg

Memorandum No. 1340, Revision 4, is hereby superseded.


Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 28, 1931

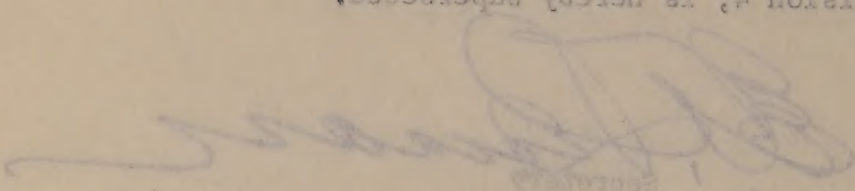
MEMORANDUM NO. 1340, REVISION

Order in which Assistant Secretaries shall serve
as Acting Secretary

Executive Order 10481, dated August 15, 1923, (18 F.R. 4944), provides that in the case of the absence, sickness, resignation or death of both the Secretary of Agriculture and the Under Secretary, the Assistant Secretaries, in the order named by the Secretary, shall perform the duties of the Office of the Secretary of Agriculture. I hereby designate such order as follows:

1. Mr. Edwin L. Peterson
2. Mr. Marvin L. McLean
3. Mr. Don Parlibury

Memorandum No. 1340, Revision A, is hereby superseded.



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

March 5, 1959.

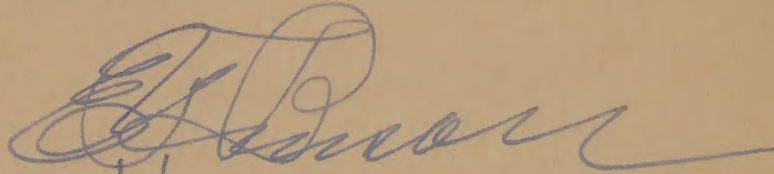
MEMORANDUM NO. 1340, ^{Revised} ~~REVISION 6~~

Order in which Assistant Secretaries Shall Serve
as Acting Secretary

Executive Order 10481, dated August 15, 1953, (18 F.R. 4944), provides that in the case of the absence, sickness, resignation or death of both the Secretary of Agriculture and the Under Secretary, the Assistant Secretaries, in the order named by the Secretary, shall perform the duties of the Office of the Secretary of Agriculture. I hereby designate such order as follows:

1. Mr. Ervin L. Peterson
2. Mr. Marvin L. McLain
3. Mr. Clarence L. Miller

Memorandum No. 1340, Revision 5, is hereby superseded.


Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

March 5, 1953

Ervin

MEMORANDUM NO. 1340, REVISION 2

Order in which Assistant Secretaries shall serve
as Acting Secretary

Executive Order 10481, dated August 15, 1953, (18 F.R. 4944), provides that in the case of the absence, sickness, resignation or death of both the Secretary of Agriculture and the Under Secretary, the Assistant Secretaries, in the order named by the Secretary, shall perform the duties of the Office of the Secretary of Agriculture. I hereby designate such order as follows:

1. Mr. Ervin L. Peterson
2. Mr. Marvin L. McBain
3. Mr. Clarence L. Miller

Memorandum No. 1340, Revision 2, is hereby superseded.

Ervin
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

September 27, 1960.

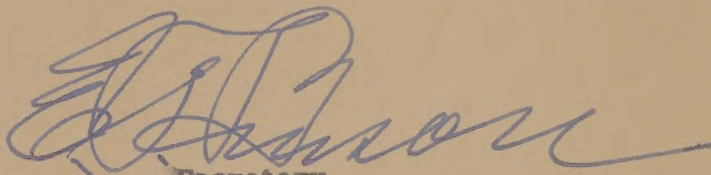
MEMORANDUM NO. 1340, REVISED

Order in which Assistant Secretaries Shall Serve
as Acting Secretary

Executive Order 10481, dated August 15, 1953, (18 F.R. 4944), provides that in the case of the absence, sickness, resignation or death of both the Secretary of Agriculture and the Under Secretary, the Assistant Secretaries, in the order named by the Secretary, shall perform the duties of the Office of the Secretary of Agriculture. I hereby designate such order as follows:

1. Mr. Marvin L. McLain
2. Mr. Clarence L. Miller
3. Mr. Clarence M. Ferguson

Memorandum No. 1340, Revised, dated March 5, 1959 is hereby superseded.


Secretary

ORGANIZATION 1 (Secy).

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

September 27, 1960

MEMORANDUM NO. 1360, REVISED

Order in which Assistant Secretaries Shall Serve
as Acting Secretary

Executive Order 10451, dated August 15, 1953, (18 F.R. 400), provided that in the case of the absence, sickness, resignation or death of both the Secretary of Agriculture and the Under Secretary, the Assistant Secretaries, in the order named by the Secretary, shall perform the duties of the Office of the Secretary of Agriculture. I hereby designate such order as follows:

1. Mr. Harold L. Nelson

2. Mr. Clarence L. Miller

3. Mr. Clarence H. Thompson

Memorandum No. 1360, Revised, dated March 2, 1959 is hereby superseded.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

February 28, 1961.

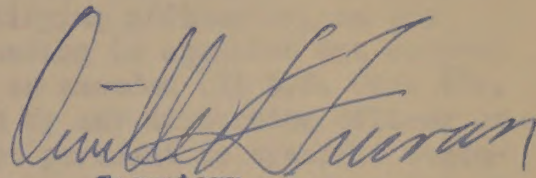
MEMORANDUM NO. ¹³⁴⁸~~1170~~ Rev-

Order in which Assistant Secretaries Shall Serve as Acting Secretary

Pursuant to the provisions of Executive Order 10481, dated August 15, 1953 (18 F.R. 4944), the Assistant Secretaries in the order named shall perform the duties of the Office of the Secretary in my absence:

Mr. John P. Duncan, Jr.

Mr. Frank J. Welch


Secretary

February 25, 1921.

1849
1849

MEMORANDUM FOR THE SECRETARY

Order in which Agricultural Experiment Stations are to be

From the to the Secretary of Agriculture, United States Department of Agriculture, Washington, D.C., the following is the order in which the Agricultural Experiment Stations are to be arranged in the Bureau of the Secretary in the Department:

1. John S. Dungan, Jr.

2. John S. Dungan, Jr.

[Faint signature and stamp]



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

September 29, 1953.

MEMORANDUM NO. 1341

Procedure for Handling Claims Which Are for Settlement
By the General Accounting Office

1. Purpose. The following instructions are issued to modify provisions of 7 AR 184d relating to handling of claims in the Department.
2. Authority. General Accounting Office General Regulations No. 50-Revised, dated October 24, 1949, provides in part, as follows:

"No claim or account against the United States involving a doubtful question of law or fact hereafter shall be certified for payment by an authorized certifying officer or, in the case of claims or accounts originating in agencies not covered by the Certifying Officers' Act, as amended (31 U.S. Code 82b, et seq.), hereafter shall be paid by any disbursing officer or agent of the United States, except pursuant to specific statutory authority or by direction given in an advance decision of the Comptroller General issued in accordance with the Budget and Accounting Act of 1921, or the Certifying Officers' Act, supra, to which reference must appear on the voucher covering such payment. All such doubtful claims and accounts which may not be settled administratively pursuant to specific statutory authority or which have not been the subject of an advance decision shall be transmitted promptly to the General Accounting Office for direct settlement, together with all material data, an administrative report containing recommendations as to disposition, and citation to the applicable appropriation or fund."

3. Procedure. Properly designated officials of agencies and bureaus (7 AR 184d (2)) may submit claims, except as indicated below, directly to the General Accounting Office for settlement. Each claim shall be accompanied by all material papers, administrative reports, and recommendations, which in each case shall be accompanied by a properly executed transmittal Form AD-42.

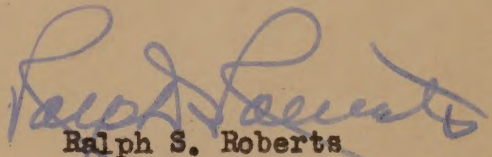
The following classes of claims shall be submitted to the Office of Budget and Finance for review and clearance and the transmittal Form AD-42 shall be prepared for the signature of the Acting Director of Finance:

- a. Claims and accounts of employees involving fiscal irregularities.

CLAIMS

- b. Claims and accounts of employees or vendors who are indebted to the Government, except General Accounting Office disallowances against employees. (The amount of such disallowances may be withheld from any payments due the employee under authority of Public Law 633 - 81st Congress.)
 - c. Claims for amounts due separated or discharged Government employees payable from lapsed appropriations or which involve doubtful question of law or fact.
 - d. Claims and accounts which involve Department policy or relationships with the States and the public generally or involve unusual fiscal, budgetary or program operations for which the advice and comments of the Office of Budget and Finance are desired.
4. Designations of Agency Officials. All designations of agency officials to submit claims directly to the General Accounting Office presently in effect are hereby extended to authorize the direct submission of all classes of claims, except those listed above.
5. Addressing Claims to General Accounting Office. Claims involving common carrier transportation shall be addressed to Chief, Transportation Division. All other claims shall be addressed to Chief, Claims Division.
6. Contacts. Contacts with the General Accounting Office regarding claims, other than those of a routine nature, must be cleared with the Office of the Solicitor or Office of Budget and Finance, or both, depending on the subject matter.
7. Effective Date. The provisions of this memorandum shall become effective October 1, 1953.

If further information regarding this memorandum is desired, inquiries should be directed to the Division of Accounting and Audit, Office of Budget and Finance, Extension 2491.


Ralph S. Roberts
Administrative Assistant Secretary

This memorandum will be codified
in the Administrative Regulations.

1. Designations of Agency Officials. All designations of agency officials to submit claims directly to the General Accounting Office presently in effect are hereby extended to authorize the direct submission of all classes of claims, except those listed above.
2. Addressing Claims to General Accounting Office. Claims involving common carrier transportation shall be addressed to Chief, Transportation Division. All other claims shall be addressed to Chief, Claims Division.
3. Contacts. Contacts with the General Accounting Office regarding claims, other than those of a routine nature, must be cleared with the Office of the Solicitor or Office of Budget and Finance, or both, depending on the subject matter.
4. Effective Date. The provisions of this memorandum shall become effective October 1, 1953.
5. Further information regarding this memorandum is desired, inquiries should be directed to the Division of Accounting and Audit, Office of Budget and Finance, Extension 291.

Ralph S. Roberts
Ralph S. Roberts
Administrative Assistant Secretary

This memorandum will be codified in the Administrative Regulations.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

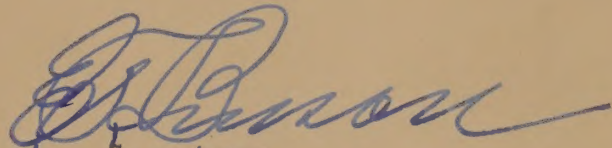
November 9, 1953.

MEMORANDUM NO. 1342

Rights of Career Civil Service Employees
Whose Services are Satisfactory

There is attached a copy of a letter from Mr. Philip Young, Chairman of the Civil Service Commission, outlining the President's policy on the retention of separated career employees in the Federal Government.

It is requested that Services and agencies of the Department give full support to the President's policy, and the Civil Service Commission's objectives. While our record of cooperation in the past has been good, I hope that each supervisor in the Department will continue his efforts toward making the separated career employee program work effectively.


Secretary

Attachment

PERSONNEL 9-4-1

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



February 1, 1942

MEMORANDUM FOR THE SECRETARY

Request for Transfer of Civil Service Employees
from the War Relocation Authority

There is attached a copy of a letter from Mr. Philip Young, Chairman of the Civil Service Commission, outlining the President's policy on the retention of registered career employees in the Federal Government.

It is requested that the Bureau and agencies of the Department give full support to the President's policy, and the Civil Service Commission's objectives. The war record of cooperation in the past has been good. I hope that each supervisor in the Department will continue his efforts toward making the registered career employee program work effectively.


Secretary

Approved:

October 5, 1953

Honorable Ezra T. Benson
The Secretary of Agriculture

Dear Secretary Benson:

The present Administration is committed to a program of reducing Federal expenditures to the lowest possible figure. This means that in certain departments and agencies further reductions in Federal employment will be necessary as programs are adjusted to appropriations.

The President believes in a strong Civil Service and has committed himself to the protection of career Civil Service employees whose services are satisfactory. As the head of a Federal agency and as a representative of the President you, together with the Civil Service Commission, are responsible for seeing to it that the rights of the career employees of the Federal Government are honored and observed.

On June 30 about 1,400,000 employees, of the 2,100,000 filling competitive positions, held regular Civil Service appointments. With a cushion of over 700,000 jobs filled by indefinite appointments, future reductions, in most cases, should not result in the separation of career employees. In those cases where career employees are separated, it would appear that they can be placed in other agencies having positions filled by indefinite appointees. Therefore, career employees generally can be assured of continuing employment in the Government service so long as their services are satisfactory.

On May 29 I wrote you explaining the Government's program for the retention of career employees together with specific instructions for its execution.

Briefly, the regulations of the Civil Service Commission are based upon the Civil Service Act, the Veterans' Preference Act and the Civil Service Rules issued by Executive Order of the President.

The Civil Service Reduction-in-Force Regulations require that:

- (1) No employee with Civil Service status shall be separated from his agency so long as there is a position, in the commuting area within that agency, for which he is qualified that is filled by a person with an indefinite appointment, and
- (2) an employee with Civil Service status separated by his agency may register with the Civil Service Commission for placement in another agency; the Commission refers the separated career employee for placement, to any agency having vacancies or positions within the commuting area, filled by persons with indefinite appointments.

October 2, 1933

Honorable Earl T. Benson
The Secretary of Agriculture

Dear Secretary Benson:

The present Administration is committed to a program of reducing Federal expenditures to the lowest possible figure. This means that in certain departments and agencies further reduction in Federal expenditures will be necessary as programs are adjusted to appropriations.

The President believes in a strong Civil Service and has committed himself to the protection of career Civil Service employees whose position are satisfactory. As the head of a Federal agency and as a representative of the President you, together with the Civil Service Commission, are responsible for seeing to it that the rights of the career employees of the Federal Government are honored and conserved.

On June 30 about 1,100,000 employees, of the 2,100,000 filling competitive positions, held regular Civil Service appointments. With a reduction of over 100,000 jobs filled by limited appointments, future reductions, in most cases, should not result in the reduction of career employees. In those cases where career employees are requested, it would appear that they can be placed in other agencies having positions filled by limited appointments. Therefore, career employees generally can be assured of continuing employment in the Government service so long as their services are satisfactory.

On May 29 I wrote you explaining the Government's program for the retention of career employees together with specific instructions for its execution.

Briefly, the regulations of the Civil Service Commission are based upon the Civil Service Act, the Veterans' Preference Act and the Civil Service Rules issued by Executive Order of the President.

The Civil Service Reduction-in-Force Regulations require that:

- (1) No employee with Civil Service status shall be removed from his agency so long as there is a position, in the connecting area within that agency, for which he is qualified that is filled by a person with an indefinite appointment, and
- (2) an employee with Civil Service status separated by his agency may be reemployed by the Civil Service Commission for placement in another agency; the Commission refers the separated career employee for placement, to any agency having vacancies or positions within the connecting area, filled by persons with indefinite appointments.

Honorable Ezra T. Benson
The Secretary of Agriculture

- 2 -

I am sure you will agree this is a reasonable and fair policy for any employer to follow in protecting his regular employees against the loss of jobs and income. To carry out this policy, those of us who have the authority to employ and separate personnel must take all possible steps to see that it is made to work effectively and efficiently.

Therefore, I am asking you to assure yourself that all persons in your organization responsible for the employment, supervision and separation of personnel -

- (1) are aware of the Administration's policy for the retention of qualified career employee where they are in competition with indefinite employees,
- (2) are aware of their responsibility for planning any required reduction so as to cause the minimum of dislocation of qualified career employees,
- (3) are instructed to appoint qualified separated career employees referred by the Civil Service Commission to vacancies or to positions held by persons with indefinite appointments,
- (4) have fully informed all employees in your organization of the steps you are taking to carry out this policy.

Due to the decentralized nature of the Federal personnel system, the full and continuing cooperation of you and your staff is necessary to carry out the President's policy.

In their turn, separated career employees involved in this program must, of course, recognize their obligation to work closely and cooperatively with supervisors and personnel officers.

I want to thank you for your cooperation to date and to assure you that this office and the Civil Service Commission will assist you with your personnel problems, if you so desire.

By direction of the President:

15/ Philip Young

Copy
11/2/53

- 2 -

I am sure you will agree that it is a reasonable and fair policy for any employer to follow in protecting his regular employees against the loss of jobs and income. To carry out this policy, those of us who have the authority to employ and separate personnel must take all possible steps to see that it is made to work effectively and efficiently.

Therefore, I am asking you to assure yourself that all persons in your organization responsible for the employment, supervision and separation of personnel -

(1) are aware of the Administration's policy for the retention of qualified career employees where they are in competition with indefinite employees,

(2) are aware of their responsibility for planning any required reduction so as to cause the minimum of disruption of qualified career employees,

(3) are instructed to appoint qualified separated career employees referred by the Civil Service Commission to vacancies or to positions held by persons with indefinite appointments,

(4) have fully informed all employees in your organization of the steps you are taking to carry out this policy.

Due to the decentralized nature of the Federal personnel system, the full and continuing cooperation of you and your staff is necessary to carry out the President's policy.

In their turn, separated career employees involved in this program must, of course, recognize their obligation to work closely and cooperatively with supervisors and personnel officers.

I want to thank you for your cooperation to date and to assure you that this office and the Civil Service Commission will assist you with your personnel problems, if you so desire.

By direction of the President:

Philip Young

Copy
11/2/52



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 22, 1953.

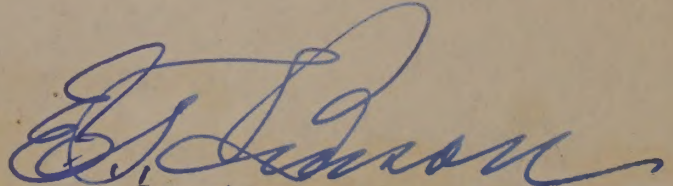
MEMORANDUM NO. 1343

Abolition of USDA Councils and Agricultural
Mobilization Committees

Agricultural Mobilization Committees established by Memorandum No. 1280, February 16, 1951 are hereby abolished.

State and County USDA Councils established by Memorandum No. 1132, October 26, 1945 and placed in a stand-by position by Memorandum No. 1280 are hereby abolished.

If some committees or councils desire to continue on an informal basis we would encourage them to do so.


Secretary

COMMITTEES /

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 24, 1935.

EXHIBIT NO. 1343

Division of Plant Industry and Horticulture

A plant material which is now being distributed
by the Division of Plant Industry and Horticulture
to the various State Agricultural Experiment Stations.

This material was obtained from the collection of
the Division of Plant Industry and Horticulture
in a study of the collection of the Division of
Plant Industry and Horticulture.

If you have any questions or suggestions
on this material please write to the Division of
Plant Industry and Horticulture.


Secretary